

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 14 August 2023 at 16:30
- NOTE** : Reference number is the post number. Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-Entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by NSG. The course is available at the NSG under the name certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Successful candidate will be required to sign a performance agreement with the Department. Candidates will be subjected to a security clearance up to the level of "Top Secret".

MANAGEMENT ECHELON

<u>POST 26/176</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus applicable bachelor degree/tertiary qualification (NQF level 7) in Social or Public Management. Minimum of five (5) years' experience in the middle management level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Operational capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.
<u>DUTIES</u>	:	Coordinate The Presidency's planning process and the development of the organisation's Strategic, Annual Performance and Operational plans; including the Branch and Unit operational plans, in line with all relevant legislative prescripts for planning and reporting. Coordination of the Top and Senior Management Strategic review and planning workshops in order to develop The Presidency's Annual Performance Plan and Annual Operational Plan as per the DPME Revised Framework. Coordinate Branch and Unit operational planning sessions to develop Branch operational plans and Unit plans. Work with HR and the Budget Unit and provide strategic inputs into MTEC, AENE, and ENE, as well as HR plans, as part of The Presidency's submission to National Treasury and DPSA. Coordinate and facilitate monitoring of The Presidency's performance against its Strategic, Annual Performance and Operational plans. This includes monitoring implementation of the Annual Performance Plans, Annual Operational Plans as well as Branch Operational Plans; as well as produce Quarterly, Annual, Mid- and End- term Reports on the implementation of the APP, Branch Plans and Strategic Plans respectively. Coordinate the quarterly performance review sessions. Project Manage the development of the Annual, Mid- and End-term Reports of the organisation for submission to the Accounting Officer, Executive Authority, Top and Senior Management, National Treasury, Department of Planning, Monitoring and Evaluation, and Parliament. Coordinate evaluation projects of the organisation. Ensure that all departmental plans are quality controlled to meet the set legislative standards outlined in the PFMA and DPME Revised Framework. To be part of the secretariat of the Strategic Execution MANCO Sub-committee.
<u>ENQUIRIES</u>	:	Ms N Zwelibanzi Tel No: (012) 300 5375

OTHER POST

<u>POST 26/177</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION</u> Chief Directorate: Office of the Chief Operations Officer
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7). A minimum of (3) three years' to (5) five years managerial experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills; and be able to handle confidential matters and has integrity and is trustworthy. Knowledge management: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES

: Provide administrative support to the Office of the Chief Operations Officer, including compiling reports, minutes, letters and circulars as directed by the COO/Head of OCOO. Provide secretariat support to Management Committee (MANCO) Forum and all COO's meetings, including the provision of logistical support for the meetings, compiling agendas in consultation with the Head of Office, drafting minutes and action plans after each meeting, and tracking implementation of actions taken at meetings. Ensure efficient financial management and budget control, including the preparation of the Unit's budget and monitoring and reporting on the Unit's expenditure. Provide administrative support to the COO in her/his role as delegated Accounting Officer Deputy Secretary of Cabinet. Administration of the Promotion of Access of Information Act, (Act No 2 of 2000) and Promotion of Administrative Justice Act (Act no. 3 of 2000). Administer the Integrated Document Management System (IDMS) to track incoming and outgoing documents in the Office of the COO/ Quality control of submissions sent to the Accounting Officer. Administer the delegations register for the Chief Operations Officer. Strategic and Administrative support provided to all COO's priority projects. Supervise and train administrative staff in the Office of the COO.

ENQUIRIES

: Mr K Futhane Tel No: (012) 300 5995