

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 08 September 2023. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers license as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted SMS candidates 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), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme> ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 29/57** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT**
Branch: Financial & Asset Management
Chief Directorate: Financial Management
- SALARY** : R1 371 558 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of applicable rules. The successful candidate will be required to sign a performance contract.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: Applicants must be in possession of an undergraduate qualification (NQF Level 7) as recognized by SAQA in Financial Management or related fields At least five (5) years' experience at a Senior Managerial level in Financial Management. Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS). Registration as a Chartered Accountant (South Africa) will be an added advantage Competencies: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy Knowledge and understanding of Financial Management Knowledge and understanding of PFMA 1999 Knowledge and understanding of National Treasury Regulation People management Planning and organizing Time

- management Strategic planning Policy analysis and Development Facilitation skills Report writing Skills Ability to work as a team and independently Ability to work under pressure Political and cultural sensitivity.
- DUTIES** : Provide management accounting services Manage the financial administration and reporting for the Department Develop and implement internal control systems and procedures Manage the overall performance of the Chief Directorate and participate in corporate governance structures Manage financial resources to Provide leadership and manage human resources Manage Planning.
- ENQUIRIES** : Mr J Matji TelNo: (012) 301 8764
- APPLICATIONS** : Please e-mail your application to cdfm23@dirco.gov.za
- POST 29/58** : **CHIEF DIRECTOR: DIPLOMATIC ACADEMY & INTERNATIONAL SCHOOL**
Branch: Diplomatic Training, Research & Development (DTRD)
- SALARY** : R1 371 558 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF 7) or equivalent as recognised by SAQA At least 5 years of experience at Senior Management level Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) Experience in Training Experience in Diplomacy and International Relations Mission experience Foreign language proficiency will be an added advantage Competencies: Knowledge and understanding of DIRCO policies and procedures Extensive knowledge of the Foreign Service Act Knowledge and understanding of general governmental processes and procedures Language proficiency Strategic Capability and Leadership Knowledge of the PFMA and Financial Management People Management and Empowerment Change Management Knowledge and Information Management Client Orientation and Customer Focus Computer literacy Project Management Policy development and implementation Verbal and written communication Planning and organising Knowledge of South Africa's domestic and foreign policy priorities and strategies.
- DUTIES** : Manage the overall performance of the Chief Directorate and participate in Corporate Governance Oversee the training provided to the members of the Foreign Service with relevant skills, knowledge and competencies that will enable them to present, articulate and promote South Africa's foreign and domestic policies Oversee the training provided to Corporate Service managers and attaches with necessary skills and aptitude to serve at South African missions Manage the provision of language training to all DIRCO officials, other members of Foreign Service, as well as consecutive interpreting and translation services for the DIRCO and the Presidency Oversee the implementation and maintenance of the Accreditation and Quality Management systems of the Academy.
- ENQUIRIES** : Mr J Matji Tel No: (012) 301 8764
- APPLICATIONS** : Please e-mail your application to cddais23@dirco.gov.za
- POST 29/59** : **CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION**
Office Of the Chief Operations Officer
- SALARY** : R1 371 558 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF 7) in Public Administration / Policy and Development Studies / Political Sciences / International Relations or related fields as recognised by SAQA At least 5 years of experience at Senior Management level Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) Competencies: Knowledge and understanding of global political issues Knowledge of Monitoring and Evaluation processes Knowledge and understanding of government planning

and reporting requirements Knowledge of cabinet and parliamentary processes Knowledge and understanding of service delivery policy and guidelines Knowledge of alignment between planning and budgeting Research methodologies Futures thinking Strategic Capability and Leadership Financial Management People Management and Empowerment Service Delivery Innovation Planning and Organising Time Management Policy Analysis and Development Facilitation and Presentation Stakeholder Relations and Management Advanced report writing Project Management Research skills Ability to work under pressure Political and Cultural sensitivity.

DUTIES : Manage and Coordinate the Strategy Development and Planning of the Department Manage and Coordinate Reporting, Monitoring and Evaluation in the Department Develop, manage and implement comprehensive result-based performance monitoring and evaluation framework, systems, principles and practices Integrate Strategic Planning, Monitoring and Evaluation matters into DIRCO's participation in Parliamentary and Cabinet processes Manage and facilitate the tabling of DIRCO strategic documents Manage the development of outcome-based indicators aligned with South Africa's National interest, Sustainable Development Goals, Agenda 2063, National Development Plan, Medium Term Strategic Framework and other policy directives Manage the overall performance of the Chief Directorate and participate in Corporate Governance Manage Financial Resources Provide Leadership and Manage Human Resources Manage Planning Monitoring and Evaluate Participate in Corporate Governance.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764
APPLICATIONS : Please e-mail your application to cdspme23@dirco.gov.za

POST 29/60 : **DIRECTORATE: SECURITY MANAGEMENT**
 Office Of the Chief Operations Officer

SALARY : R1 162 200 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF 7) as recognised by SAQA in Security Management or related field At least 5 years of experience at middle / senior management level in Security Management Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) Valid Top Secret Security Clearance Competencies: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy. Knowledge and understanding of Safety and Security Services framework. Knowledge and understanding of MISS Knowledge and understanding of Foreign Service security environment People Management Planning and Organising Time Management Strategic management and leadership capabilities Policy analysis and Development Facilitation Skills Report writing skills Security Awareness Ability to work as a team and independently Ability to work under pressure Political and cultural sensitivity.

DUTIES : Manage the provision of physical security services Manage the departments information security services including at the Missions Manage the provision of Diplomatic mail and mail distribution services Manage the overall performance of the Directorate and participate in Corporate Governance.

ENQUIRIES : Mr J Matji Tel No: (012) 301 8764 / Ms B Gubevu Tel No: (012) 351 0327
APPLICATIONS : Please e-mail your application to dirsecman23@dirco.gov.za

OTHER POST

POST 29/61 : **PRINCIPAL STATE LAW ADVISOR (INTERNATIONAL LAW)**
 Office of the Chief State Law Advisor (International Law)

SALARY : R1 408 245 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

REQUIREMENTS : Applicants must be in possession of at least an LLB degree, which includes a course in Public International Law (attach proof of successful completion of a course in Public International Law at LLB level only when shortlisted). At least

ten years' post-qualification and applicable litigation and advisory experience in the legal field, of which at least five years should have been in the application of International Law. Extensive knowledge of law, including International Law, legislation applicable to the Public Service and knowledge of court rules and practices. Proven ability to draft comprehensive and well researched legal opinions. A Master's degree in Public International Law or in another applicable field of law will serve as an advantage. Certificate for entry into the Senior Management Service obtained from the National School of Government. Admittance as an Attorney or Advocate. Competencies: Analytical skills in the practical application of law, including International Law. Legal research capabilities. Good verbal and written communication skills. Leadership and managerial skills. Computer literacy. Good interpersonal relations. Financial management skills. People management and empowerment. Client orientation/customer focus.

DUTIES

: Write legal opinions on International Law to all State Departments in national, provincial and local sphere of Government and other organs of state. Write legal opinions and provide legal advisory services and guidance to Department. Draft, scrutinize, negotiate and certify international agreements. Draft and comment on briefing documents, submissions, reports and position papers for principals or delegations. Provide diplomatic functions in relation to international law matters where required. Draft and vet contracts, Memoranda of Understanding, Service Level Agreements and other legal documents relating to matters pertaining to the operations of the Department and its missions abroad. Ensure compliance with legislation, regulations, policies and frameworks, and undertake legal research to provide sound legal advice to the Department. Manage and oversee the litigation of and against the Department, compile instructions to State Attorneys and manage the progress until finalization. Maintain the contingent liability register for the Department. Support the Chief State Law Adviser (International Law) in allocated management functions for the Office. Plan and organize work and manage and supervise staff. Coach and mentor subordinates.

ENQUIRIES

: Mr J Matji Tel No: (012) (012) 301 8764

APPLICATIONS

: Please e-mail your application to psla23@dirco.gov.za