

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 05 July 2024
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. SMS pre-entry certificate is submitted prior to appointment. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the departmental EE Targets and people with disabilities.

MANAGEMENT ECHELON

- POST 22/28** : **CHIEF SPECIALST: TRANSPORT AND DEFENCE, REF DPE/2024/001**
Unit: Transport and Defence
- SALARY** : R1 741 770 per annum (Level 15) all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of post graduate qualification in the field of Transport Economics / Industrial Engineering / Transport Logistics at NQF level 8 as recognized by SAQA accompanied by 8-10 years' Specialist experience in the Logistics Cluster of which 5 years should be at SMS management level as well as leadership experience in corporate structure and economic and models in the Logistics Sector, coupled with deep understanding of the logistics industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) in logistics. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Direct the development and facilitate the implementation of government's overarching SOC Policy Framework for the Transport and Aviation Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOCs in the Transport and Aviation Complex. In collaboration with SOCs, industry and research institutions develop bridging strategies to enhance the operations of the SOCs in the Complex. Lead consultation processes for the adoption of bridging strategies and policy instruments. Lead technical level initiatives to facilitate alignment of the policy and regulatory regime falling outside the mandate of the Department. Direct and manage processes to facilitate the alignment of Shareholder Compacts for SOCs in the Transport and Aviation Complex. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with the executive management of SOCs in the Complex to resolve alignment issues. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board. Monitor, evaluate and report on the impact made by the aligned Compacts. Direct and manage the initiation of research projects to enhance the business operations and performance of SOCs in the Transport and Aviation Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business enhancement prospects within the Transport and Aviation Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Transport and Aviation Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation process to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on the implementation of enhancement models for approval. Lead at a technical level process to secure funding instruments for the implementation of adopted enhancement models. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to

mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modeling projects. Ensure the establishment and maintenance of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist staff members.

ENQUIRIES : Ms. Thuli Zitha, Tel No: 012 431 1274

POST 22/29 : **CHIEF DIRECTOR: CORPORATE SERVICES, REF. NO DPE/2024/002**
Unit: Corporate Management

SALARY : R1 436 022 per annum (Level 14) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : A relevant qualification in Human Resources Management or Public Administration at NQF level 7 recognized by SAQA (bachelor's degree/ Advanced Diploma), with at least 5 years' appropriate experience at Senior Management level. A post graduate qualification, NQF 8, will be and added advantage. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, etc. pertaining to Public Administration, specifically the Public Service Act and Regulations, BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Labour Relations Act. Understanding of Public Service and Human Resources in general. Good communication skills (oral and written). Must be computer literate. Ability to work under pressure. Ability to work independently and in a team. Good administrative, people management and empowerment skills. Proven strategic capability and leadership competencies. Planning and organizational skills. Problem solving and decision-making skills.

DUTIES : Direct and manage the provisioning of human resource system development and planning services, recruitment, selection and career management services, employee benefit administration services, staff development and performance management services and employee support services. Coordinate departmental mandate processes in the HRM space. Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Direct and manage the provisioning of security and facilities management services. Coordinate DPE Strategic and Annual Performance Planning instruments and Agenda. Manage processes to monitor, evaluate and report on the performance of DPE in line with its strategic objectives and annual performance targets. Manage processes to quality assure work products submitted to and leaving the desk of the head of Department. Identify and manage the financial, human and equipment resources of the Programme to optimally support the implementation of the Unit's Performance Plan. Oversee strategic and annual planning processes for Unit and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Based on Operational imperatives re-prioritize the allocation of resources with the Unit. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that appropriate service delivery standards are established, and internal procedure and processes are on a continuous basis reviewed and aligned to add value to the operations of the Department without compromising internal control arrangement. Manage and account for the utilization of the financial resources Programme in line with departmental delegations.

ENQUIRIES : Ms. Thuli Zitha, Tel No: 012 431 1274

POST 22/30 : **CHIEF FINANCIAL OFFICER, REF. NO: DPE/2023/003**
Branch: Corporate Services

SALARY : R1 436 022 per annum (Level 14) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a relevant undergraduate qualification in Financial Management or Accounting (NQF level 7) as recognized by SAQA. The incumbent must have at least 5 years' relevant financial management or accounting experience at SMS level. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Broad knowledge of Government development objectives and understanding of SOC guarantees and bonds capacity. Proven Leadership and strategic management skills. As well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem-solving skills. Good communication skills (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.

DUTIES : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets: Develop assessment models to analyse resource allocations to departmental programmes to enable the Accounting Officer to allocate resources in line with

the Department's strategic objectives; Provide technical support to enable departmental governance structures to take well-informed decisions on the prioritisation of resource allocations or alignment thereof to support emerging service delivery imperatives; Manage and direct the development of resource utilisation policies, norms, standards and delegations; Monitor, evaluate and report on the utilisation of financial resources and assets. Strategically support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report: Analyse on a continuous basis the performance of budget programmes and enable Programme Managers and governance structures to implement timeous corrective action where needed; At a strategic level manage, the provisioning of effective and efficient management accounting, financial accounting, expenditure management and supply chain management services; Oversee and account for the implementation of national and generally accepted accounting norms and standards for the provisioning of financial management/reporting and supply chain management services; Provide high level technical support to executive management during budget hearings; Coordinate departmental processes to report on/account for the financial performance of the Department to Parliament and oversight bodies; Oversee and manage the development and publishing of departmental Financial Statements; Liaise on behalf of the department with National Treasury. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department: Coordinate and manage departmental processes to identify areas of inefficient and/or wasteful expenditure/utilisation of resources and facilitate strategic decision-making processes to endure corrective action; Identify in the context of the departmental operations cost-effective alternative service delivery options. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan; Represent the strategic intent of the Programme as part of internal resource allocation processes.

ENQUIRIES

: Ms Thuli Zitha, Tel No: 012 431 1274

POST 22/31

: **SENIOR SPECIALIST: ENERGY, REF. NO: DPE/2024/004**
Unit: Energy Resources

SALARY

: R1 436 022 per annum (Level 14) All-inclusive salary package) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE REQUIREMENTS

: Pretoria
: A relevant bachelor's degree qualification at NQF level 7 in Engineering/ Economics / Natural Sciences with at least 5 years' Specialist and/or SMS management. Knowledge of global energy trends and SA energy policy. Experience/ monitor Eskom's operational performance, including broad energy sector reforms. Candidate must have an understanding of the business economics of different forms of energy generation, transmission and distribution It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES

: Project manage processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies to enhance the operations of the SOC(s) and affiliates in the Complex. Facilitate consultation processes for the adoption of bridging strategies and policy instruments. Manage the development of technical research products to enable the Shareholder to represent the strategic intent of the Energy Complex in processes to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Manage processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Manage processes to consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Manage research assignments to development Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define and resolve compact content issues. Manage processes to develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Manage processes to develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Manage processes to monitor, evaluate and report on the performance of the adopted Compact(s). Manage research projects to enhance the business operations and performance of the SOC(s) in the Energy Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short-, medium- and long-term business

enhancement/expansion prospects for the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Project manage multi-disciplinary market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Project manage the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. At a technical level manage consultation processes to facilitate the adoption of identified enhancement/expansion models for the Energy Complex. Lead and coordinate the development research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Manage multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Manage processes to develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. At a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Ensure the implementation of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist's staff members.

ENQUIRIES

:

Mr. George Malatsi, Tel No: (012) 431 1117

POST 22/32

:

SENIOR SPECIALIST: GOVERNANCE, REF NO: DPE/2024/005

Unit: Governance and Legal Assurance

SALARY

:

R1 436 022 per annum (Level 14) All-inclusive salary package structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

:

Pretoria

REQUIREMENTS

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Applicants must be in possession of a bachelor's degree in legal and or business administration on NQF Level 7, as recognized by SAQA, accompanied by minimum of 5 years' experience at senior managerial level. Knowledge and experience in public sector compliance management and legislation, PSA, 1994 (as amended), PFMA, Companies Act and King iv Report. Excellent report writing, communication, presentation and problem-solving skills, as well as the ability to work under pressure.

DUTIES

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Manage and direct the development and maintenance of the overarching government SOC governance framework. Provide strategic support the executive management on the development of the Shareholder Policy leading up to legislation. Manage and direct the development and maintenance of the SOC governance assurance framework (tools and guidelines). Based on legislative and best practice imperatives, manage and direct the development and maintenance of a set of generic indicators (MOI, Protocol and Compact) to assess governance compliance within SOCs in the Portfolio. Lead consultation processes at a technical level to secure buy-in from the management structures of SOCs on the implementation of governance vetting and review toolkits. Project manage SOC governance assurance reviews to assess compliance and facilitate corrective action where required. Manage and direct the development of the governance review annual agenda including the annual general meetings. Lead technical complex SOC governance assurance initiatives. Analyze technical governance data and reports submitted by a SOC to assess in terms of standardized methodologies compliance by a SOC against the generic standards. At a technical level, engage the executive management structures of a SOC to verify and obtain input on preliminary findings. Develop and quality assure findings reports through executive management to the Shareholder. Provide technical assistance to executive management and the Shareholder during Board engagement sessions. Provide technical input to facilitate the alignment of SOC compacts to address identified governance issues affecting the operations of a specific SOC. Manage internal processes to analyse the Annual Reports of SOCs in the Portfolio and develop memoranda enabling the Shareholder to appropriately respond to parliament's oversight structures and the Auditor-General. Manage internal processes to provide the DPE executive management structures and the Shareholder with early warning services on governance practices within the SOC Group. Manage or partake in multi-disciplinary teams to support the Shareholder to table the Annual Reports of the SOCs in the Portfolio on time in Parliament. Manage or partake in multi-disciplinary teams tasked to investigate on behalf of the Shareholder reported breaches of the governance standards by SOCs in the Portfolio and report there-on. Provide strategic advisory services to the Shareholder on remuneration practices for the governance structures of the SOC in the portfolio. Manage and direct the development and maintenance of the SOC Board governance regime. Manage and direct the implantation of the Board Appointment methodology and vetting processes. Provide technical advisory services to the Shareholder on the disclosure of interest of potential candidates. Provide technical support to the Shareholder on the appointment of Board Members (up to Cabinet approval). Manage and direct the effective maintenance of the Board Database. Manage and implement the Board Induction Programme.

<u>ENQUIRIES</u>	:	Ms. Thuli Zitha, Tel No: 012 431 1274
<u>POST22/33</u>	:	<u>SPECIALIST: ENERGY(GENERATION) REF. NO: DPE/2024/006 (2 POSTS)</u> Unit: Energy Enterprises
<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant bachelor's degree qualification in Engineering/Natural Sciences at NQF level 7 with at least 5 years' experience related to electricity generation/transmission/distribution at MMS level. Knowledge of electricity generation and electricity supply industry economics, global energy trends and SA energy policy. Experience or knowledge in respect of broad energy sector reforms. Candidate must have knowledge of different electricity power generation facilities and power system operations. It is essential that the successful candidate has a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) within the Energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. Ability to engage with engineers and other technical officials with the objective of providing strategic reports to executive management with Generation performance improvement interventions. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide technical support with processes for the development and maintenance of government's overarching electricity generation and supply management SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and affiliates in the Energy Complex. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s) and affiliates in the Energy Complex. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the Energy Complex and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Consolidate technical inputs with various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Energy Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the Energy Complex. Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Energy Complex. Conduct technical-economic studies related to electricity supply market forecasting, modelling future power station operational reliability, and modelling future electricity supply market. Develop pipeline business enhancement/expansion strategies and instruments for the Energy Complex. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Energy Complex. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/ expansion models for the Energy Complex. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Energy Complex. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Energy Complex. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Develop position papers to at a technical level engage with policy and regulatory institutions to ensure a seamless implementation of business enhancement/expansion models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects. Develop Project Charters in line with the DPE's Project Governance Instruments. Ensure the development of sub-ordinate specialists' staff members.
<u>ENQUIRIES</u>	:	Mr. George Malatsi, Tel. No: 012 431 1117
<u>POST 22/34</u>	:	<u>SPECIALIST: INFRASTRUCTURE (TRANSNET), REF NO DPE/2024/007</u> Unit: Transport and Defence

<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	An appropriate bachelor's degree in Transport Economics/ Transport Logistics/ Industrial Engineering (NQF Level 7) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Develop shareholder compact and indicators. Analysis of business plans, corporate plans, and quarterly reports in respect of rail and ports. Monitoring and evaluation of Transnet Capital Expenditure. Develop shareholder policy statements in respect of the maritime sector with the relevant policy departments. Provide guidance and leadership in respect of rail, ports and pipelines strategy including private sector participation. Ensure continuous and productive communication and strategic alignment between the Transport unit and external stakeholders. Analysis of annual reports in respect of rail and ports. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct specialist research projects to model the short-, medium- and long-term business enhancement/expansion prospects for the Freight Infrastructure stream. Develop pipeline business enhancement/expansion strategies and instruments for the Freight Infrastructure stream. Conduct market research initiatives aimed at identifying the short-, medium- and long-term expansion prospects of the Freight Infrastructure stream. Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on proposed business enhancement/expansion models. Provide technical input in support of consultation processes to facilitate the adoption of identified enhancement/expansion models for the Freight Infrastructure stream. Develop research products and proposal packs to inform executive management on critical aspects of shareholder investment briefs requiring approval by the Minister and Cabinet on the implementation of enhancement/expansion models. Partake in the work of multi-disciplinary teams to develop prototype funding instruments for the implementation of proposed business enhancement/expansion models for the Freight Infrastructure stream. Develop performance monitoring and evaluation instruments for approved business enhancement/expansion programmes for the Freight Infrastructure stream. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement/expansion initiatives. Ensure the management development of sub-ordinate staff members.
<u>ENQUIRIES</u>	:	Ms. Thuli Zitha, Tel. No: 012 431 1274
<u>POST 22/35</u>	:	<u>SPECIALIST: OPERATIONS (TRANSNET), REF. NO: DPE/2020/008</u> Sub Stream: Transport and Defence
<u>SALARY</u>	:	R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	An appropriate post graduate degree in Transport Economics or Transport Logistics or Industrial Engineering (NQF Level 7) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Shareholder Oversight - Develop shareholder compact performance indicators and monitor operational performance of Transnet operating divisions, analysis of business plans, quarterly and annual reports of Transnet and its divisions. Project Management – Overall project management for the design of a long-term integrated transport infrastructure network. Review business and investment planning by Transnet and advise on the adequacy thereof. Integrate and manage the DPE National Corridor Performance Measurement Platform with the National Infrastructure Network Design. Develop relevant shareholder policies relating to rail, ports and pipelines including private sector participation in the industry, oversee restructuring processes and pilot projects. Provide guidance and leadership pertaining to the economic drivers of the ports, rail sectors as well as issues relating to the strategic and operational integration of these sectors. Ensure continuous productive communication and strategic alignment between the Transport unit and other external stakeholders including government, private sector, business, and labour. Manage staff responsible for ports, rail and pipeline subsectors and carry the responsibility of technical advisor to the Department. Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s) in the Transport Complex. Conduct research assignments to develop Investor briefs to the Minister and Cabinet on critical transformation and alignment requirements. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC

Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Ensure the management development of sub-ordinate staff members.

ENQUIRIES

Mr Benneth Baloyi, Tel No: (012) 431 1029

POST 22/36

SPECIALIST: AVIATION REF. NO: DPE/2024/009

Unit: Transport and defence

SALARY

R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

Pretoria

REQUIREMENTS

A relevant bachelor's degree qualification at NQF level 7 in Aviation Engineering with at least 5 years' Specialist and/or SMS management experience as well as leadership experience in corporate structure and economic models in the Aviation Sector, coupled with deep understanding of the Aviation industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state-owned enterprises (SOC) in aviation. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem-solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.

DUTIES

Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s). Conducts research to review national policy, regulation and strategy document and identify gaps that might have negative impact on the SOC. Assess the impact or implication of a particular policy on SOC. Provide a position on national policies and strategies developed by the policy Department. Develop policy papers at a technical level and engaged with policy and regulatory institutions. Provide inputs into the President's State of the National Address and the Minister's Budget Vote. Assess the Cabinet Memoranda on national policy relating to aviation issues and provide a position. Provide technical assistance with consultation processes for the adoption of bridging strategies and policy instruments. Conduct research and assess the country's economic environment, SOC's past performance to identify key issues relevant to the SOC operation. Identify and assess key strategic objectives that the SOC should pursue for a period of three years. Lead discussions on the identified strategic objectives with internal stakeholders and consolidate technical inputs by various specialist teams in the DPE. Develop the Strategic Intent Statement to provide strategic direction to the SOC. Assess SOC challenges, regulatory environment on an annual basis and review the identified strategic objectives based on the economic environment, past performance of the SOC and the strategic direction of the country. Develop Key Performance Areas and Key Performance Indicators for the Shareholder's Compact. Engage at a technical level with National Treasury and SOC to define the Compact. Advise the Minister on the negotiation process with the external stakeholders. Develop the Shareholder's Compact for formal sign-off by the Minister and the Chairperson of the Board. Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Assess the Corporate Plan to ensure alignment with national policy, strategy and regulation. Assess Quarterly Reports and Annual Report. Monitor and evaluate the performance of the SOC through monthly monitoring engagements. Consultation process with the internal stakeholders and provide project plans to coordinate tasks with Shareholder's Compact. Actively participate in different fora with external stakeholders to discuss policies and strategies. Participate in monthly monitoring meetings with SOC and National Treasury.

ENQUIRIES

Ms. Thuli Zitha, Tel No: (012) 431 1274

POST 22/37

SPECIALIST: LEGAL ASSURANCE REF NO: DPE/2024/010

Unit: Governance and Legal Assurance

SALARY

R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate LLB degree/ business administration studies (NQF Level 8) as recognized by SAQA accompanied by minimum of 5 years' experience at middle / senior managerial level. Experience in negotiating commercial transactions and advising on structuring of commercial transactions. As a member of the Legal team, assist the business units on the legal aspects of transactions, ensuring that a particular action, situation, initiative and/or investment by the State-Owned Companies does not have an adverse reputational or other negative consequence for the State-Owned Companies and the Department. Business acumen to develop short- and long-term strategies. Demonstrate commercial and financial expertise. Ability to use methodical problem-solving approach as a foundation for effective decision making taking into account importance, urgency and risk.

Delivery and translation of business objectives into practical and organized action plans to ensure successful implementation of such plans. Ability to be part of a team, communicate ideas, information and business objectives effectively and persuasively resulting in desired actions and outcomes. Ability to promote collaboration and learning within and across business boundaries to achieve stakeholder satisfaction. Ability to work under pressure and meet deadlines. Legislative understanding and Knowledge of various legislation including but not limited to Public Finance Management Act, 1999, Companies Act, 2008, Environmental laws and the Constitution, 1996.

DUTIES

: Assist in the negotiation of complex commercial transactions and offer legal advice on the structuring of commercial transactions. Implement legal structures and practices through proactive approach and maintain high legal service standards to ensure regulation and compliance. Provide oversight and direction to corporate and operational areas, regarding regulatory compliance requirements, including analysing policies, laws and regulations to determine compliance requirements. Provide guidance and direction to business units to ensure complies to/ensure the department is in compliance with all applicable laws and regulations. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts, etc.). Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Provide legal advice and recommendation to line management to minimise and mitigate foreseeable lawsuits. Support divisions by seeking a clear mandate and ensure legal representation through the State Attorney's Office (including proceeding oversight) in court proceedings and present the Accounting Officer/Executive Authority with relevant facts and suggest solutions/approach. Oversee the provisioning of specialist legal advisory services and opinions. Develop and maintain a system to ensure efficient records storage for reference and auditing purposes. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DEDEAT's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

ENQUIRIES

: Mr. George Malatsi, Tel No: 012 431 1117

POST 22/38

: **DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL), REF. NO: DPE/2024/011**
Unit: Office of the Director-General

SALARY

: R1 216 824 per annum (Level 13) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicant must be in possession of a three-year tertiary qualification in Public Administration or relevant qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks will serve as an added advantage.

DUTIES

: Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assures inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and

meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services, and travel and accommodation support to the Head of Department. Manage and oversee departmental Information and Knowledge Management services.

ENQUIRIES

: Ms. Thuli Zitha, Tel No: 012 431- 1274

POST 22/39

: **DIRECTOR: INFORMATION TECHNOLOGY (GITO), REF NO DPE/2024/012**
Unit: Information Management

SALARY

: R1 216 824 per annum (Level 13) (All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's degree in computer science or information systems/technology (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years' experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision-making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.

DUTIES

: Align the Department's information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

ENQUIRIES

: Mr. George Malatsi, Tel.No: 012 431 1117

OTHER POSTS

POST 22/40

: **DEPUTY DIRECTOR: EMPLOYEE DEVELOPMENT, REF. NO DPE/2024/013**
Unit: Human Resources

SALARY

: R849 702.per annum (Level 11) All-inclusive salary package) structured as follows: Basic salary – 70% of package, all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate undergraduate qualification at NQF level 7 recognised by SAQA in Human Resource Management with at least 3 years' relevant experience at supervisory level. Analytical thinking, Research, Policy formulation, Conflict management, Change/diversity management. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES

: Provide technical support with the development of the departmental human resource strategy, policy and systems framework and oversee the implementation thereof. Assist with the development and maintenance of appropriate human resource management governance structures for the department, including the management of risks, implementation of mitigation mechanisms and establishment of internal control measures. Analyse management reports, identify emerging trends and report thereon. Provide technical support with the development and maintenance of departmental human resource management policy instruments ensuring alignment to the provisions of the Public Service Act (PSA), Public Service Regulations (PSR)

and collective agreements including-forecasting of the department's human resource (HR) requirements to deliver on strategic objectives; the development and maintenance of the prescribed Work Place Skills Development Plan; the setting of an implementation strategy and performance indicators for the Work Place Skills Development Plan; analysis of national policy imperatives and the operationalization thereof; the development and maintenance of policies, delegations and standard operational procedures; monitoring and evaluation of the impact of the Work Place Skills Development Plan; and meeting statutory reporting requirements. Manage and coordination employee utilisation and people development processes. Manage and coordinate the administering of PMDS system. Analyse the results of PMDS processes, report thereon and ensure the incorporation thereof into departmental programmes. Manage the implementation of transversal staff induction and other ad hoc staff development programmes. Manage the administration of the departmental bursary, internship, learnership and experiential training programmes. Manage the implementation of ad hoc skills development and training programmes. Monitor, evaluate and report on the implementation of the Workplace Skill, Development Plan and talent development programmes. Manage the provisioning of job evaluation processes. Develop and maintain the department's policy framework on Job Descriptions and Job Evaluation. Manage the administration of the inventory of Job Descriptions and ensure the updating thereof. Analyse changes to Job Descriptions and identify substantial changes to job content warranting the re-evaluation of posts. Develop and maintain the Department's Annual Job Evaluation Plan. Assign job evaluation tasks and conduct job evaluations for more complex posts. Conduct research on the content of posts allocated for evaluation. Plan job evaluation process and identify interviewees for the analysis of posts allocated(prioritised) for evaluation. Distribute and analyse pre-interview questionnaires and base on research and content of completed questionnaire develop an interview strategy. Present job analysis results to the Departmental Job Evaluation Panel. Develop submission to the Executing Authority to obtain approval for the recommendations of the Departmental Job Evaluation Panel. Supervise and quality assure the work of sub-ordinate staff and manage the sub directorate. Allocate operational work to subordinate staff. Quality assures the work of subordinates. Maintain discipline in the workplace. Ensure the development of subordinates' technical competencies. Perform performance management and development procedures for staff. Provide input towards the development of the Units Annual Work Plan and quarterly performance reports.

ENQUIRIES : Mr. George Malatsi, Tel No: (012) 431-1117

POST 22/41 : **SENIOR ANALYST: FUNDING, REF NO DPE/2024/014**
Unit: Financial Assessment and Investment

SALARY : R849 702.per annum (level 11) (all-inclusive remuneration package consisting of a basic salary of 70%, 75% and a 30%, 25% flexible portion that can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : Applications in possession of Bachelor's Degree in Finance/ Economics /Business Science (NQF Level 7) as recognised by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured financed, project finance, investment banking or treasury. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Manage processes to collect accounting and financial performance reports and data from SOC's. Performance reliability tests on financial data received from SOCs. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database Ensure the development of sub-ordinate staff members

ENQUIRIES : Ms. Dineo Masilo, Tel No: 012 431 1026

POST 22/42 : **ANALYST: FUNDING AND FINANCIAL ANALYSIS, REF. NO: DPE/2023/015**
Unit: Financial Assessment and Investment Support

SALARY : R444 036 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Applicants must in possession of a bachelor's degree in finance/ economics /business science qualification (NQF Level 7) as recognised by SAQA accompanied by at least At least 2 Years' experience at operational level in the development of financial datasets. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written

communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Collect and tabulate data informing processes to monitor, evaluate and report on the performance funding instruments approved for SOCs in the DPE Group. Collect funding performance data from SOCs. Perform reliability tests on funding data received from SOCs. Based on the outcome indicators for the review project develop dataset specifications and develop the database accordingly. Supervise capturing procedures and quality assure the reliability of the database. Perform data manipulation procedures. Generate performance reports. Provide analytical support services to Specialists to analyse applications for the approval of funding instruments and coordinate processes for the approval thereof/issuing of state guarantees by National Treasury. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports. Provide analytical support services to Specialists to analyse major financial transactions to be entered into by SOCs requiring endorsement by the Shareholder. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431 1026

POST 22/43 : **ANALYST: TRANSPORT, REF. NO: DPE/2023/016**
UNIT: Transport and Defence

SALARY : R444 036 per annum (Level 9)
CENTRE : Pretoria

REQUIREMENTS : Applicants must in possession of a bachelor's degree in Transport Economics/Economics/Logistics (NQF Level 7) as recognised by SAQA, accompanied by at least At least 3 Years' relevant experience at operational level. Excellent negotiator, ability to build and maintain sufficient internal and external work, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in transport operations Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Provide data/information collecting and analysis services. Assist in the review of the Statement of Strategic Intent; Assist in the facilitate meetings and workshops and meetings with stakeholders; Research on topics supporting the government objectives; Ensure alignment between the Strategic Intent Statement and the MTSF; Liaise with SOCs to source the requisite data and information; Prepare a memorandum to the Minister with recommendations. Review of the Shareholder's Compact; Provide support to Project Leaders and Specialists to define the Key Performance Areas assess the key performance areas of the SOC business operations; Review the business performance for the prior year; Develop an annual plan for the Shareholder Compact negotiation process; Prepare a decision memorandum to the Minister in recommendation for the approval of the Shareholder's Compact. Monitor and Evaluate SOC performance; Provide inputs / assessments into quarterly and annual report of Transport Enterprises in relation to Strategy and operations of the entities; Evaluate the Corporate Plans of the Transport Enterprises including their investment strategy and future operational plans. Oversee SOC Capital Projects; Ensure that project milestone is achieved timeously and within the projected budget; Track project performance, specifically to analyse the successful completion of short – and long-term goals. Provide support on the review and implementation of policy, strategy, regulation and legislation; Provide support on the review and implementation of policies, strategies and legislation; Liaise with SOCs and policy and other departments in the cluster to source the requisite data and information; Monitoring and evaluation of the implementation of MTSF deliverables; Provide operational assessments of PFMA applications.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431 1026

POST 22/44 : **ASSITANT DIRECTOR: LOGISTICS, REF NO: DPE/2024/017**
Unit: Office of the CFO

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of an appropriate B degree or National Diploma in Supply Chain Management or Assets Management/ Logistics (NQF Level 7). Three (3) years in Supply Chain Management environment. Knowledge of Public Service Regulations, PFMA, Treasury Regulations, Asset Management Policies and Prescripts. Supply Chain Management Policies and prescripts and financial reporting. The ability to manage and update departmental assets registers. Good communication skills (written and verbal). Management and Interpersonal skills. Successfully completion of LOGIS1. Computer literacy (MS Office). A valid driver's license. willingness to work independently, work under pressure, extended hours and to travel.

<u>DUTIES</u>	:	The incumbent will be responsible for coordinating the administration of the assets management process. Implement and monitor the departmental assets. Maintenance and disposal plans. Monitor and ensure the continuous maintenance of the departmental asset registers and relevant asset management asset database and system. Receive and capture of all assets in the assets register. Conduct audits to verify information captured on the database and system. Facilitate the stocktaking, assets verification and disposal processes. Ensure compliance with Assets Management Policies, Standards, and prescripts. Conduct the reconciliation between the Departmental Asset register BAS and LOGIS and prepare reports in this regard. Consolidate disclosure notes and information relating to financial reporting in the interim Financial Statement (IFS) and Annual Financial Statement (AFS). Coordinate the transfer, movement, replacement, and the disposal/ auction of assets and serve as a secretariat of Loss and Asset Committee. Facilitate the identification and reporting of obsolete and redundant assets for possible replacement or disposal. Ensure the proper storage of obsolete and redundant assets at the identified disposal site according to approved asset disposal methods, policies and procedure manuals. Coordinate the transfer and /or auction of the departmental assets. Ensure the collection of the revenue from the auction of the Departmental assets and Supervise staff.
<u>ENQUIRIES</u>	:	Mr. Benneth Baloyi, Tel.No: (012) 431 1029
<u>POST 22/45</u>	:	<u>ASSISTANT DIRECTOR: SCM (ACQUISITION), REF. NO: DPE/2023/018</u> Unit: Office of the Chief Financial Officer Support
<u>SALARY</u>	:	R444 036 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of (NQF Level 7) qualification in Logistic Management/ Supply Chain Management/ Purchasing Management / Public Management /Public Administration. Minimum Three (3) years' relevant experience at Supervisory level within area of Supply Chain Management. The experience of Logistical Information System (LOGIS) as Store System Controller (SSC), the LOGIS II certificate for System Controller is a pre-requisite. Job knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Preferential Procurement Regulation of 2022, Treasury Regulation, Periodically PFMA SCM Instructions, B-BBEE Act and System Controller for LOGIS and Basic Accounting System (BAS). Job related skills, computer literacy, communication both verbal and written, organizing meetings, application of the transversal contracts from National Treasury and Sita.
<u>DUTIES</u>	:	The incumbent will be responsible for the following, Demand and Acquisition Management ,bid committees administrative support, arrange BSC meetings, prepare bid documents and advertise bids, do a pre-screening of received proposals, receive request for quotations from the end users, review the specification and concise terms of reference for RFQs to advertise on DPE website and e-tender portal, peruse and review evaluation responses for RFQs, prepare submissions and letters for appointing preferred bidders, maintain or manage the RFQ register, contract register, maintain local content register and reporting to DTI, manage the requests for travelling domestically and international, manage the granting access, review of LOGIS access on monthly basis and purge access of LOGIS access as and when required, attend to the both internal and external auditors request for information for auditing purposes, authorizing procurement advices, and online transactions e.g. captured contracts on LOGIS online, manage subordinate leave, compile/ review performance agreements, review mid-year, annual assessments, quarterly compile a reports for purchases of ICT equipment to SITA and participation for the disaster recovery testing for LOGIS as and when required. Assist with review of term of references and specifications prior being presented to the BSC and chair the BSC meeting/s.
<u>ENQUIRIES</u>	:	Mr. Benneth Baloyi, Tel.No: (012) 431 1029
<u>POST 22/46</u>	:	<u>ASSISTANT DIRECTOR INTERNAL AUDIT, REF NO DPE/2023/019</u> Unit: Internal Audit
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate degree or equivalent qualification with Accounting and Auditing as Majors at NQF level 7 recognised by SAQA. With at least 3 years' internal audit experience at operational level. Knowledge of the institute of internal Auditors (IIA), International Standards for the professional Practice of Internal Auditing (ISPPIA). Public Finance Management Act and Treasury Regulations, Public Service and Other related government Acts and Regulations. Project Management. Planning and Management skills, interpersonal skills. Interviewing and Investigation skills. Computer Literacy, Analytical Skills and Ability to interact with Management at all levels.
<u>DUTIES</u>	:	Participate in the development of the 3-year strategic rolling plan and the annual internal audit operational plan for compliance, financial and performance audits for approval by the Audit Committee annually before the beginning of the new financial year by Participating during the internal audit strategic planning session, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Analyse and consider inputs from Management, Auditor general, and Audit & risk committee in compiling the plan. Participate in the developing a risk based annual internal audit plan for approval. Provide technical assistance with the implementation of the departmental strategic, operational

and engagement performance audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide performance auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to management and the Audit Committee. Provide technical assistance with the analysis of implementation risks and implement performance audit engagements accordingly. Follow up on management action plans to address audit findings. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures. Analyse the DPE operational environment and develop tailor made statutory and performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the statutory and performance auditing function and it's role to assist line managers to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Provide technical assistance with the implementing of the departmental strategic, operational and statutory audit plans in accordance with acceptable audit standards and stipulated timeframes. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. Follow up on management action plans to address audit findings. Provide technical assistance with the monitoring and evaluation of the impact of the auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE's internal audit governance structures.

ENQUIRIES : Ms. Dineo Masilo, Tel No: (012) 431-1026

POST 22/47 : **SENIOR STATE ACCOUNTANT (BUDGETS), REF. NO: DPE/2024/020**
UNIT: Office of the Chief Financial Officer

SALARY : R376 413 per annum (Level 8)
CENTRE : Pretoria

REQUIREMENTS : Applications in possession of an undergraduate or postgraduate qualification in Commerce/ Accounting/ Financial Management and Public Finance qualification (NQF Level 6/ Level 7) as recognized by SAQA accompanied by at least 2-3 years' experience in Finance Environment. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. Written and verbal communications skills. Report writing skills. Analytical and logistical skills, administration skills and numeracy are important for this position.

DUTIES : To render a financial management and reporting function in the department. The incumbent must have a working knowledge of Government Financial systems namely BAS, PERSAL and LOGIS. Authorisation of supplier invoices on LOGIS system and Safety net in terms of Treasury Regulations 8.2.3 of the PFMA. Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliations. Track and Perform reconciliations of Travel Management Accounts (Diners Club and travel accounts). Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement. Assist with the compiling amendment, and submission of monthly cash flows (projections) and drawings. Assist with the administration of departmental assets and Liabilities accounts. Monitor and report on suspense accounts. Support the Finance unit by providing support to the Internal and External auditors and other relevant stakeholders.

ENQUIRIES : Mr. Benneth Baloyi, Tel No: (012) 431 1029

POST 22/48 : **SUPPLY CHAIN MANAGEMENT OFFICER, REF NO: DPE/2024/021**
Unit: Office of the CFO

SALARY : R308 154 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of National Diploma in Supply Chain Management / Finance Administration at NQF 6 as recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 3 years relevant experience at production level in Supply Chain Management, with working experience in requesting RFQs, advertising and the whole administration of tenders, Logistical Information System (LOGIS) Basic Accounting System (BAS), CIPC and CSD. In-depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts, Transversal contracts of National Treasury and State Information and Technology Agency (SITA). Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, and ability to work in accordance with and interpret policies. Fully computer literate.

DUTIES : Responsible for the review and verification of received specifications and concise Terms of Reference (CTORs) are correct and fair, request quotations by advertising correct and fair specification/s or CTORs on the DPE's website, e-tender portal and using National Treasury

and SITA transversal contracts of suppliers, review and verify responses received that are in accordance with the specification/s or CTORs, prepare evaluation scoresheet/s, compile compliance checklists, write appointment submission/s for the preferred bidders, issue appointment letters for the successful bidders. Update frequently the quotation register and doing filling of the responses received documentation. Responsible for the retrieving of RFQs documentation for internal and external audit purposes. Responsible for secretarial duties for the Bid Specification Committee (BSC) arranging meetings, distribution of packs of the BSC meetings, responsible for maintaining filing of documents for the BSC. and taking of minutes Responsible for the authorization of purchase orders on LOGIS and manual purchase orders (PO's), sending orders to the end users, email purchase orders to service providers, verify and check quality and quantity of goods received, call end users to collect goods delivered, acknowledgment of deliveries of goods on LOGIS. Render support with the Bid Committees administration by preparing the bid documents, advertising bids on the DPE website and e-tender portal, opening, receiving of bids and record in the bid register. Advertise responses on the DPE website and e-tender portal. Write appointment letters and issue letters to successful and non-successful bidders. Publish awards on the DPE website and e-tender portal. Record and maintain the movement of records to and from the SCM Unit. Render support to the unit.

ENQUIRIES

: Mr. Benneth Baloyi, Tel No: (012) 431-1029

POST 22/49

: **JUNIOR TECHNICIAN DESKTOP SUPPORT: REF.DPE/2024/022**
Directorate: Information Management

SALARY CENTRE REQUIREMENTS

: R308 154.00 per annum (Level 7)
: Pretoria
: A National Diploma in Information Technology at NQF 6 as recognized by SAQA, A+ and N+ Certificates will be an added advantage coupled with 2 years of relevant experience in IT support environment PLUS the following key competencies: Knowledge of MS Office products, MS Windows 7, Remote Desktop, Printer and program installation and troubleshooting LAN skills, Ability to work on technical hardware/software as well work under pressure with the team.

DUTIES

: Desktop support (provide technical support for the configuration, installation, and repair of all hardware, printers, and telephones); Communicate with suppliers and internal communication (liaise with external vendors on IT equipment); Call management (logging and closing calls on the helpdesk system); IT asset management (assist with removals and movement of IT equipment).

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/50

: **STATE ACCOUNTANT: (ACCOUNTING) REF NO DPE/2024/023**
Unit: Office of the Chief Financial Officer

SALARY CENTRE REQUIREMENTS

: R308 154 per annum (level 7)
: Pretoria
: Applicant must be as minimum be in possession of National Diploma in the field of Financial Management Accounting / Financial Management at NQF level 6 as recognized by SAQA and minimum 3 years financial management experience in salaries or payroll in the public service. Sound Knowledge of the Public Finance Management Act and Treasury Regulations will serve as strong recommendation. Thorough knowledge of financial and accounting processes. Well-developed verbal and written communication skills with good interpersonal relations. Analytical and innovative thinking and problem-solving ability. Computer literacy (Ms Word, Excel, Outlook, BAS, LOGIS and PERSAL). Ability to work independently and under pressure.

DUTIES

: Verification and capturing of deductions and allowances on PERSAL and the calculations thereof. Verification of Key management personnel spreadsheet for input into IFS/AFS. Processing of annual (EMP501) and bi-annual (EMP201) tax returns to SARS. Handling of Departmental Petty Cash, distribution of payrolls as per TR and Processing journals. Management of Debtors. Work as a Departmental Cashier. Clearing of PERSAL Exceptions. Handling internal and external audit queries.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/51

: **ADMINISTRATIVE ASSISTANT REF NO: DPE/2024/024 (2 POSTS)**
Unit: Office of the Director-General

SALARY CENTRE REQUIREMENTS

: R261 417 per annum
: Pretoria
: Applicants must be in possession of appropriate Senior Certificate, Grade 12 (NQF level 4), with at least 2 years' experience in general administration. Good communication skills, both oral and writing; client orientation and customer focus; honesty and Integrity; service delivery innovation. Organizing skills, ability to work under pressure.

DUTIES

: Provide a secretarial/receptionist support service to the Office. Receive telephone calls and refer the calls to the correct persons. Receive and direct visitors to the relevant officials. Take messages and forward to the relevant official. Type documents for the staff within the Office. Operate office equipment like fax machines and photocopiers. Maintain the reception area in a neat condition. Liaise with Security personnel. Receive and record documents/correspondence delivered to the Office. Maintain confidentiality of documents. Ensure that the

documents/correspondence is handed to the relevant official/s. Receive and direct visitors to the Office of the Minister / Deputy Minister. Maintain incoming correspondence. Provide ancillary administrative support services. Render typing services. Render filing and document management services. Prepare draft letters of a routine nature. Check documents and compile schedules as directed. Check documents and capture data on various systems.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431 1026

POST 22/52

: **REGISTRY CLERK, REF NO: DPE/2024/025 (2 POSTS)**

Unit: Directorate: Information Management

SALARY

: R216 417 per annum (Level 5)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Competencies and Attributes: Planning, Organizing, Client Orientation Confidentiality, Integrity and honesty. An understanding of the National Archives and Records Service Act. Must be familiar with different filing systems. The candidate must be able to work under pressure and deliver timeously.

DUTIES

: The successful candidate will be responsible for providing registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain the remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in the register. Keep a daily record of the amount of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/53

: **DRIVER/ MESSENGER, REF NO: DPE/2024/026 (2 POSTS)**

Unit: Knowledge Centre

SALARY

: R155 148.per annum (Level 3)

CENTRE

: Pretoria

REQUIREMENTS

: Grade 10 Certificate plus valid driver's licence.

DUTIES

: Provide driver and messengers services. Perform delivery assignments. Undertake assignments for the Minister. Deal with assignments in a confidential manner. Ensure that official documents in transit is well secured. Ensure the safety of passengers. Transport employees and guests. Collect, deliver and distribute documents and parcels. Render a general support function in the office. Render assistance with logistical arrangements. Assist with the distribution of memoranda, documents, etc. Assist with document reproduction and document binding services.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265

POST 22/54

: **FOOD SERVICE AID, REF NO: DPE/2024/027 (3 POSTS)**

Unit: Security and Facilities

SALARY

: R131 265.per annum (Level 2)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in possession of an NQF level 1 to 4 qualification plus exposure in refreshment preparation, etiquette, hygiene and serving. The following key competencies and attributes are: Basic literacy, good communication skills, organising skills, interpersonal relations, Flexibility and Teamwork.

DUTIES

: Provide refreshment serving services. Serve refreshment to official visitors and cater for meetings held at DPE in a professional manner. Secure refreshment stock for meetings. Alert the supervisor to replenish refreshment items and cleaning material. Tidy boardrooms cutlery and alert the supervisor to the need for procurement of new items. Ensure regular serving of water in the boardrooms. Manage the bookings system of the boardrooms. Render assistance with logistical arrangements in preparation for meetings. Assist with document reproduction and facsimile services.

ENQUIRIES

: Ms. Lettie Sono, Tel No: (012) 431-1265