

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** : 27 February 2026. 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 licence 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 candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. 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 (Nyukela 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 04/101** : **CHIEF DIRECTOR: FOREIGN SERVICE (BILATERAL) - (VARIOUS POSTS)**
 Branch: Africa, Asia & Middle East and Europe & Americas
- SALARY** : R1 494 900 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. Successful candidates will be required to sign a performance contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political / Social / Human Science as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of the Legislative Framework governing Public Service Knowledge and understanding of national policies and priorities Advanced Knowledge and understanding of SA Foreign Policy Advanced knowledge of the history of South Africa and Africa Advanced

		understanding of international politics and diplomacy Excellent managerial skills Liaison with internal and external stakeholders Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed strategic capacity and leadership skills High degree of strategic and analytical thinking Well-developed project management skills.
<u>DUTIES</u>	:	Serve South African domestic priorities through the promotion of bilateral relations and execution of specific projects in the political, economic and cultural sectors with foreign countries. Manage and provide advice to the Departmental Executives in relations to foreign policy direction with foreign countries under jurisdiction Establish, manage, and maintain internal and external stakeholder relations Provide strategic leadership and management support in the Chief Directorate and to South African missions abroad in promoting the interests of the country Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and Evaluate and participate in corporate governance.
<u>ENQUIRIES</u>	:	Mr N Sekalo Tel No: (012) 301 8689
<u>APPLICATIONS</u>	:	Please e-mail your application to cdirfsbil26@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/102</u>	:	<u>CHIEF DIRECTOR: FOREIGN SERVICE – HUMAN RIGHTS & HUMANITARIAN AFFAIRS</u> Branch: Global Governance and Continental Agenda
<u>SALARY</u>	:	R1 494 900 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. Successful candidates will be required to sign a performance contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political Science, International Relations or related fields, as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and Understanding of Legislative Framework governing the Public Service Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills Excellent managerial skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed project management skills Liaison with internal and external stakeholders Knowledge and understanding of national policies and priorities In-depth knowledge and understanding of South Africa's foreign policy and national interests Extensive understanding of international politics Knowledge of Agenda 2063: The Africa We Want and the 2030 Agenda for Sustainable Development. Knowledge of the South African Constitution, the Bills of Rights and South Africa's broader human rights frameworks. An understanding of the core humanitarian principles that govern the work of the United Nations, as well as familiarity with the Universal Declaration of Human Rights.
<u>DUTIES</u>	:	Lead and manage the functioning of the Chief Directorate: Human Rights and Humanitarian Affairs and participate in corporate governance: Manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance. Coordinate South Africa's engagement in international and regional human rights processes. Lead South Africa's global efforts aimed at the promotion, protection and fulfilment of all Human Rights, including upholding of the rule of law, democracy and good governance. Advance South Africa's interest in global and regional humanitarian work and policy processes.
<u>ENQUIRIES</u>	:	Mr E Mahalefa Tel No: (012) 351 0884
<u>APPLICATIONS</u>	:	Please e-mail your application to cdirfshrha26@dirco.gov.za

<u>NOTE</u>	:	Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/103</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT</u> Branch: Financial and Asset Management
<u>SALARY</u>	:	R1 494 900 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.
<u>CENTRE REQUIREMENTS</u>	:	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 A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. 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 organising 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.
<u>DUTIES</u>	:	Manage departmental budgeting and cash-flow processes for both head office and missions including the production of monthly, quarterly and annual financial reports Manage the provision of revenue and expenditure management services Manage the development of integrated accounting and financial management systems including financial reports Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms V Beshe Tel No: (012) 351 1327 Please e-mail your application to cdirfm26@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/104</u>	:	<u>CHIEF DIRECTOR: FOREIGN SERVICE TRAINING & INTERNATIONAL SCHOOL</u> Branch: Diplomatic Training, Research & Development (DTRD)
<u>SALARY</u>	:	R1 494 900 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of an undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA At least 5 years of experience at Senior Management level in Training on International Relations and Diplomacy or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. 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.
<u>DUTIES</u>	:	Oversee the management and provisioning of training of the Diplomatic representatives on relevant skills, knowledge and competencies that will enable them to present, articulate and promote South Africa's Foreign and Domestic policies Oversee training of Corporate Service Managers and

Attaches on necessary skills and aptitude to serve at South African Missions
Oversee the provision of foreign language skills training to DIRCO Officials,
Officials from other government departments, and foreign diplomats as well as
interpreting and translation services Oversee the implementation of the Quality
Assurance and Accreditation systems Oversee the management of the Library
Services Manage the overall performance of the Chief Directorate and
participate in corporate governance, manage financial resources, provide
leadership and manage human resources, manage planning, monitor and
evaluate and participate in corporate governance.

ENQUIRIES
APPLICATIONS

: Ms J Moepya Tel No: (012) 301 8754
: Please e-mail your application to cdfstis26@dirco.gov.za