

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s). Persons whose transfer/promotion/appointment will promote representativity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: 012 406 7426.
- CLOSING DATE** : 24 April 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if shortlisted. The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the administration of the recruitment process or possible employment and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

POST 12/32 : **DEPUTY DIRECTOR: DEMAND ACQUISITION AND CONTRACT MANAGEMENT REF NO: DEE2026/001**

SALARY : R896 436.per annum (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree/ Bachelor of Technology in Supply Chain Management, Logistics, Business Management or B.COM Procurement NQF level 7 PLUS 3 years' experience in Supply Chain Management environment at Supervisory/ Management level (ASD). Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, SCM Framework, Logis, Constitution Section 217, Contract Management Guideline and BBBEE Act. Skills: Good verbal and written Communication Skills and ability to communicate at all levels, Financial Management, Presentation Skills and Computer Skills. Thinking Demand: Problem solving, Creativity, Ability to negotiate and Report writing.
DUTIES : KRA's: Manage and provide demand planning services, Manage the provisioning of acquisition services. Coordinate and oversee contract management. Manage the sub-directorate.
ENQUIRIES : Mr F Phiri Contact Number (012) 406 7713
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/33 : **PERSONAL ASSISTANT: INTERNAL AUDIT REF: DEE2026/003**
(12 Months Fixed Contract)

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology or Public Administration at NQF level 6 recognised by South African Qualification Authority (SAQA) PLUS 1 year post qualification experience. Knowledge of relevant legislation/ policies/prescripts and procedures. Basic knowledge of financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation. Thinking Demand: Ability to do research and analyse documents and situations.
DUTIES : KRA's Provide secretariat/receptionist support service to the Director. Render administrative support services and ensure effective flow of documents. Minutes taking and prepare briefing notes for the Director. Draft documents as required and filling thereof. Coordinates logistical arrangements for meetings and travelling. Administration of budget by assisting managers to determine funding requirements, keeping records of expenditure, check and correlates BAS reports. Manage leave register for the unit.
ENQUIRIES : Mr M Figaret Contact Number (012) 406 7766
APPLICATIONS : Email to Vacancies2@dee.gov.za

POST 12/34 : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: DEE2026/003**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Nation Diploma in Procurement Management/ Supply Chain Management/ Logistics and Business Management at NQF level 6 PLUS 1-year experience as an Administration Clerk in Supply Chain Management. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Assist line manager with demand planning (end user specifications). Processing of requests for goods and services. Market research and development of Sourcing strategy. Bid Specification Committee secretariat for request below the value of R500k.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies3@dee.gov.za

POST 12/35 : **CHIEF REGISTRY CLERK REF NO: DEE2026/004**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office, Pretoria
: An appropriate Matric/Grade 12 Certificate PLUS years 3-5 in Registry environment. Knowledge of: National Archives and Records Services Act (NARSA), (Act NO. 43 of 1996), Promotion of Access to Information Act (PAIA), 2000 (Act No.2 of 2000), Public Finance Management Act, 1999 (Act No.46 of 1999), Protection of Personal Information Act (POPIA), 2013 (Act No. 4 of 2013) and Minimum Information Security Standard (MISS) Skills: Managing interpersonal conflict and resolving problems, Networking and building bonds, Planning and organising, Interpersonal relations, Computer Literacy, Communication (verbal and written) Management. Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate Diplomatic.

DUTIES : KRA's: Supervise and provide registry counter services, Supervise the handling of incoming and outgoing correspondences, Supervise and render an effective filing and record management service, Supervise the operation and operate office machines related to registry functions, Supervise the processing and process documents for archiving and/ disposal and supervise human resources/staff.

ENQUIRIES APPLICATIONS NOTE : Mr J Malekana Contact Number (012) 406 7359
: Email to Vacancies4@dee.gov.za
: Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/36 : **LEGAL ADMINISTRATIVE OFFICER REF: DEE2026/002 (2 POST)**
(12 months fixed contract)

SALARY CENTRE REQUIREMENTS : R324 579.per annum (MR3)
: Head Office, Pretoria
: An appropriate Degree in LLB or equivalent four-year legal qualification at NQF Level 7 PLUS 2 years' experience post legal qualification Knowledge of: Legislation and DEE policies, Public Services Acts (PSA), Legal Drafting and interpretation, Research and Court Procedures. Skills: Good Communication Skills, Diplomacy, Negotiation Skills, Presentation Skills, Research and Analytical Skills, Computer Skills. Thinking Demand: Problem solving, Information evaluation, and Decision making.

DUTIES : KRA's: Draft, review and amend legislation, agreements, policies and other Legal documents. Conduct research and provide legal advice or opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co- ordinate the process of access to information.

ENQUIRIES APPLICATIONS : Mr K Mogotsi Contact Number 012 406 7751
: Email to Vacancies2@dee.gov.za

POST 12/37 : **ADMINISTRATIVE CLERK: (BID ADMINISTRATION) REF NO: DEE2026/005**

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 PLUS no experience required Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Advertise approved bids. Prepare bidding documents. Prepare certificates of attendance and handouts for briefing sessions. Take minutes of evaluation process. Extend closing date for bids and inform prospective tenderers. Update tender registers. Compile request for orders

ENQUIRIES : Mr S Msiza Contact Number (012) 406 7910

APPLICATIONS : Email to Vacancies4@dee.gov.za

POST 12/38 : **ADMINISTRATIVE CLERK: REQUISITION AND ORDER REQUESTS REF NO: DEE2026/006**

SALARY CENTRE REQUIREMENTS : R228 321 per annum, (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 recognised by South African Qualification Authority (SAQA) PLUS no experience. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's Receive requisition from Demand Management. Verify allocations and item descriptions. Record requisition on requisition register. Capture information on LOGIS Record order number on order register and forward to all suppliers.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies4@dee.gov.za

POST 12/39 : **SECURITY RISK OFFICER REF NO: DEE2025/007 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321.per annum (Level 05)
: Head Office, Pretoria
: Matric/Grade 12 Certificate, NQF level 4 plus Grade C PSIRA Certificate. No experience, PLUS the following key competencies: Knowledge of: Security legislation, policies and procedures, Access control procedure, Safety precautions and Security Registers. Skills: Problem solving skills, Communication skills (verbal and written). Thinking Demand: Innovative and Pro-Active thinking, Analytical mind.

DUTIES : KRA's: Conduct access control and monitor movements within the building to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause and give feedback. Prohibit the unauthorised removal of equipment, documents and stores from building. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES APPLICATIONS NOTE : Mr M Maila Contact Number (012) 406 7460
: Email to Vacancies5@dee.gov.za
: Indians, Coloured, white females and males are encouraged to apply.