

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 05 June 2026 at 16h30 (walk-in) and 23:59 (online)
- NOTE** : Applications must quote the relevant reference number and include only TWO (2) documents (Z83 & CV). A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Failure to submit the requested two (2) documents on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

<u>POST 17/125</u>	:	<u>DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS)</u> <u>REF NO: SEIAS/PRES/2026</u> Branch: Policy and Research Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Degree in Economics/Social Science/Public Policy/ Research or equivalent qualification (NQF level 7). A postgraduate qualification will be an added advantage. A minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of Government public policies, programmes, strategies, plans and systems. Good knowledge and ability to use appropriate Research, Policy Analysis, Monitoring and Evaluation tools and techniques. Knowledge of conducting socio-economic impact assessment or regulatory impact assessment on public policies.
<u>DUTIES</u>	:	Provide guidance and support to Government on implementation of SEIAS and the National Policy Development Framework to achieve evidence-based policy formulation. Analyse and quality assure SEIAS reports of Departments. Produce SEIAS related knowledge products such as articles, policy briefs and advisory notes.
<u>ENQUIRIES</u>	:	Ms M Venter Tel No: (012) 300 5272 OR Ms K Madiseng Tel No: (012) 308 1806 OR Ms N Ramontja Tel No: (012) 300 5483
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: SEIAS/PRES/2026 (with no spaces)
<u>POST 17/126</u>	:	<u>DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HROPS/PRES/2026</u> Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7). A Minimum of 5 years' middle/senior managerial experience. Process competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem-solving and analysis. Knowledge Management: In-depth understanding of the Public Service Regulatory Framework. In-depth understanding of the Public Service Act. Good understanding of government policies, programmes, strategies, projects and plans. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and review techniques. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management.
<u>DUTIES</u>	:	Responsible for the management of the performance of the following sub-units: Talent Acquisition, Conditions of Service, and Labour Relations in relation to the performance standards set out for output & projects. Develop, maintain and execute HR strategic objectives of The Presidency. Responsible for the enhancement of Co-ordinated information and establishment management and coordinate the HR oversight for the Department. Support and advise all stakeholders on HR best practices proactively. Manage and grow stakeholder relationships between internal and external stakeholders in relation to Talent Acquisition, Conditions of Service and Labour Relations matters.
<u>ENQUIRIES</u>	:	Mr K Futhane Tel No: (012) 300 5995
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: HROPS/PRES/2026 (with no spaces)

POST 17/127 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: STRATEGIC/PRES/2026**
Chief Directorate: Office of the Chief Operations

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7) in Social or Public Management. A Minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Operational capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.

DUTIES : Oversee the execution and compliance of strategic planning and annual operational planning process. Coordinate the development of the Strategic Plans, Annual Performance Plans and Annual operational plans. Facilitate first strategic planning engagements for the development of the APP. Oversee and monitor the performance of The Presidency on a quarterly and annual basis. Compile the in-year and the end-of-year performance information reports to ensure that policies and procedures are maintained for performance information so as to keep them relevant and updated with all legislative changes. Oversee quarterly performance review sessions to enable the Accounting Officer an opportunity to interface with management to the achievement of the performance targets and pre-determined commitments against action plan. Coordinate the review of mid-term and end of term performance. Coordinate collection of inputs for all required reporting processes. Compile and submit three monthly GBVF reports per quarter. Compile and submit one Presidency audit matrix report per quarter. Coordinate collection of inputs and compile MTDP bi-annual report. Finalise and coordinate submission of Mid-year and End-of-Term Review. Interact with Budget Office and HR with regards to aligning the operational plan with the resource plans- therefore compile all necessary performance information in appropriate inputs for the ENE and AENE, inputs into HR plans etc. Quality assure the performance information before the presentation to the Executive Authority, Accounting Officer, Branch Heads, Audit Committee, National Treasury, Department of Planning, Monitoring and Evaluation as well as Auditor-General. Ensure a safe storage of performance information for the purpose of publishing quality data.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865
NOTE : NB: Email applications must on the subject line state only the Reference number: STRATEGIC/PRES/2026 (with no spaces)

OTHER POSTS

POST 17/128 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: ADMIN/PRES/2026**
Office of the Chief Operations Officer

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree or qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge management: Good understanding of protocol and security measures. Good

DUTIES

computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

: Provide administrative support to the Office of the Chief Operations Officer. Provide secretariat support to MANCO and all Chief Operations Officer's meetings. Develop, maintain and enforce an integrated governance calendar covering MANCO, bilateral engagements, subcommittees and COO-led coordination forums. Provide full secretariat and coordination support across all governance structures (including agenda setting, documentation, minutes and resolution tracking). Coordinate and support COO bilateral engagements with key stakeholders (including SITA, DPWI, NT and others). Support COO-led cross-functional coordination forums and operational committees (including strategic initiatives and inter-branch working groups where required). Track implementation of decisions arising from MANCO, bilaterals and coordination forums, and follow up on action items. Identify and escalate unresolved coordination issues and implementation bottlenecks to the COO. Receive, assess and process submissions and correspondence to the Accounting Officer in line with defined standards. Verify completeness, quality and compliance of submissions prior to escalation. Maintain and update submissions and correspondence tracking database. Monitor turnaround times and ensure adherence to service standards. Follow up on instructions, decisions and actions arising from submissions. Provide administrative and coordination support for submission workflows. Compile and submit quarterly reports on submissions and correspondence processed and turnaround performance. Efficient financial management and budget control. Provide administrative support to the Chief Operations Officer in her/his role as Deputy Secretary of Cabinet. Administration of the Promotion of Access to Information Act, (Act No 2 of 2000) and Promotion of Administrative Justice Act (Act no. 3 of 2000). Administer the Integrated Document Management System (IDMS) to track incoming and outgoing documents in the Office of the Chief Operations Officer. Administer the delegations register for Chief Operations Officer.

ENQUIRIES

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

NOTE

: NB: Email applications must on the subject line state only the Reference number: ADMIN/PRES/2026 (with no spaces)

POST 17/129

: **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND LIBRARY SERVICES REF NO: KMLS/PRES/2026**
Auxiliary Services

SALARY

: R932 292 per annum (Level 11)

CENTRE

: Pretoria

REQUIREMENTS

: A Senior Certificate plus an appropriate Diploma/Advance Certificate OR equivalent qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People Management and Empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations. Contract Management and specification.

DUTIES

: Provide strategic leadership, management and oversight for Knowledge Management, Library Services, Records Management, Registry Services, Switchboard and Telephone Services within The Presidency. Develop, implement and monitor Knowledge Management strategies, frameworks, policies and systems aligned to the DPSA Knowledge Management Framework, National Archives and Records Service of South Africa (NARSSA) requirements and broader government digital transformation objectives. Drive the establishment of an integrated institutional Knowledge Management environment to support organisational learning, knowledge sharing, decision-making, business continuity and preservation of institutional memory within The Presidency. Oversee the acquisition, management, preservation and accessibility of information resources, library collections, digital repositories and knowledge products to support senior management, operational and strategic requirements. Manage and modernise Library and Information Services, including electronic information resources, cataloguing systems, research support services and digital knowledge platforms. Ensure effective

Records Management governance and compliance with the NARSSA, related regulations, records classification systems, file plans and approved records management practices. Oversee the implementation, monitoring and compliance of the IDMS and other approved electronic records management systems. Coordinate the transfer, preservation and disposal of records in collaboration with the National Archives and ensure safe custody of institutional records and correspondence. Lead the reconfiguration, standardisation and centralisation of Registry Services and Mini-Registries to enhance operational efficiency, governance and service delivery. Develop and implement Records Management policies, Standard Operating Procedures (SOPs), guidelines and awareness programmes to strengthen records governance and compliance across the Department. Oversee and manage the Telephone and Switchboard Services to ensure operational effectiveness, service continuity and alignment with ICT infrastructure and communication standards. Manage special projects and strategic initiatives relating to Auxiliary Services, office support systems, digitisation, information governance and operational improvement initiatives. Manage human, financial and physical resources within the Directorate in accordance with relevant legislation, policies, prescripts and governance frameworks. Establish and maintain effective stakeholder relationships with internal business units, DPSA, NARSSA, SITA and other relevant government institutions relating to Knowledge and Information Management matters. Prepare strategic, operational and compliance reports for management structures and governance committees.

ENQUIRIES : Mr. K Futhane Tel No: (012) 300 5995
NOTE : NB: Email applications must on the subject line state only the Reference number: KMLS/PRES/2026 (with no spaces)

POST 17/130 : **DEPUTY DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES REF NO: PROTOCOL/PRES/2026**
 Chief Directorate: Protocol and Ceremonial Services

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' middle management experience in Protocol and Ceremonial Services. Must possess a valid driver's licence. Candidate must have the following competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Hands-on logistical experience in offering Protocol and Ceremonial services to the President and the Deputy President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have projects management skills. Have good report writing skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters, have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Willingness to travel local and internal. Good understanding of Public Service Regulation Framework.

DUTIES : Providing of protocol and ceremonial support in accordance with national and international policies and procedures. The implementation of and adherence to protocol policies and procedures. Conducting of research on protocol in respect of other countries as requested/required. Advising and support of 'clients". Ensure compliance, maintenance and management of protocol on all events. Consult with stakeholders. Oversee overall logistical arrangements for all events attended by the President or Deputy President. Establish and ensure that sitting arrangements is in hierarchical order. Assist with development of programmes and develop order of proceedings. Liaise with the Presidential Protection Service Planning unit in coordination of events. Coordinate, review and consolidate directorate's inputs for the medium-term expenditure framework (MTEF) and estimates of national expenditure (ENE).

ENQUIRIES : Mr. P Seopa Tel No: (012) 308 1779
NOTE : NB: Email applications must on the subject line state only the Reference number: PROTOCOL/PRES/2026 (with no spaces).

POST 17/131 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: AUDIT/PRES/2026**
Directorate: Internal Audit

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor Degree/advanced Diploma at NQF level 7 with majors in Auditing/Internal Auditing and Accounting. A minimum of 3 – 5 years' experience in Internal Auditing. A valid driver's licence. Added advantage: Certifications such as CIA, CGAP, CRMA, PIA and IAT; Membership with IIASA. Competencies: Public Service Regulatory Framework, communication and information management, teamwork and co-operation, Program and project management, Problem solving and decision making, critical thinking and IIA Global Internal Audit competency framework. Knowledge of Internal Audit Standards. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of government financial systems, Knowledge of frameworks for managing performance information. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written) Computer literacy, including Microsoft Office applications. Accountability and ethical conduct.

DUTIES : Implement operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the adequacy and effectiveness of the system of internal control, risk management and governance in the working papers, preparation of a complete audit file for review by Deputy Director; Study policies and procedures, Perform pre-planning survey, Gather information and conduct analysis of business information, Document system description/ process flow, Perform walk through tests, Develop a risk and control matrix (identify critical control risks, root causes and Impact), Develop the engagement audit programme for testing, Audit Engagement Execution, Sample selection for audit coverage. Execute the audit procedures, Complete the working papers, Raise the exception and discuss them with the auditee and audit supervisor, File the supporting document / evidence, Ensure that working papers are signed off by the audit supervisor, Make proper indexing & cross-referencing. Assist in classification of exceptions. Compile draft report for each engagement, Attend audit opening and exit meetings, Compile minutes of opening and exit meetings, Complete and distribute the client satisfaction survey, Complete the audit file review index/ checklist to ensure it is property cross referenced to working papers, Conducting monitoring progress/ follow-up audits on management action plans, Assist in reporting the monitoring progress status to management, Attending of Unit meetings, workshops, training and development; Perform all administrative tasks as allocated by supervisor, Timeously notify the supervisors of any incidents that may affect the deadline of the allocated audit projects.

ENQUIRIES : Ms. L Nelufule Tel No: (012) 300 5371
NOTE : NB: Email applications must on the subject line state only the Reference number: AUDIT/PRES/2026 (with no spaces)

POST 17/132 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: EVENTS/PRES/2026**
Directorate: Events Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' applicable experience in field of events. Competencies: Computer skill especially typing speed, typing documents in a short period correctly without spelling errors. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skill. Have excellent organisational and planning skills, ability to work multiple project simultaneously. Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills and be able to handle

		confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedure. Good understanding of Public Service Regulatory Framework.
<u>DUTIES</u>	:	Planning, organising and Managing Events. Prepare written reports and drafting monthly report. Budgeting and financial management. Managing and maintaining electronic database in the Unit. Managing the documents filing system. Managing relations with stakeholders and clients. Assists in drafting the unit and branch strategy and annual report. Assist in developing the Unit Operational plans. Monitoring of services rendered by service providers in respect of quality and cost. Rendering of on-site technical support and advice at the events. And reporting on the outcome and success of events.
<u>ENQUIRIES</u>	:	Ms. L Kawe Tel No: (012) 300 5254
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: EVENTS/PRES/2026 (with no spaces).
<u>POST 17/133</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: OHS/PRES/2026</u> Directorate: Internal Security
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate National Diploma/NQF level 6 or Bachelor's Degree /Bachelor of Technology (BTech) in Safety Management OR equivalent qualification. A minimum of 3-4 years' experience in Health and Safety in a Corporate organisation, Public Sector or State Owned entities or organ of state. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Good interpersonal skills. Have excellent organisational and planning skills. Ability to read and analyse official documents. Have a good presentation, facilitation and training skills. Have average understanding of information security and document management. Be able to work independently as part of a team and under pressure. Have a project management knowledge and experience. Confidentiality, integrity and trust. Knowledge: Problem solving and analysis. Good compute and capturing skills. Knowledge of classification of information. Knowledge of treasury regulations, project management, construction regulation, built environment, procurement directives and procedure. Have effective oral and written communication skills. Have advance numeracy and budgeting skills. Knowledge of the National Strategic Intelligence Act 1994(act 39 of 1994). Protection of information Act 2000 (Act 84 of 2000). The national vetting Strategy in the Public Sector. Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997). Occupational Health and Safety Act, 1993 (Act 85 of 1993). Have good knowledge of policy analysis and development and good office management skills.
<u>DUTIES</u>	:	Develop, implement and review OHS Policies; Develop and implement OHS Standard Operating Procedures, Frameworks and Internal Controls; Develop and implement Injury on Duty and Incident Standard Operating Procedures; Establish and facilitate OHS Committee meetings; Establish and facilitate Emergency Response Teams; Develop training matrix and facilitate workshops and inductions; Create awareness campaigns on safety requirements and protocols; oversee the compliance of service providers on safety management; Develop and implement Emergency Response Plans (ERP); Facilitate emergency preparedness drills; Conduct risk assessment and develop OHS Risk Register; Conduct inspections and provide reports; Provide reports on OHS activities; Conduct incident investigations and develop and manage incident register; perform adhoc activities as delegated
<u>ENQUIRIES</u>	:	Ms. N Buthelezi Tel No: (012) 308 1607
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: OHS/PRES/2026 (with no spaces).
<u>POST 17/134</u>	:	<u>CATERING MANAGER REF NO: CATERING/PRES/2026</u> Directorate: Accommodation and Households
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate National Diploma or equivalent on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum

of 3-4 years' working experience as an Executive Chef or Sous Chef in a five-star hotel or equivalent hospitality establishment. Sound knowledge and experience in managing daily kitchen operations, supervising staff and ensuring food quality. Competencies: Good communication skills (both oral and writing) client orientated, customer focused, honest, have integrity and be innovative and creative. Willing to work extended hours when necessary and working under pressure. Execute healthy, delicious and beautiful well-presented meals, in a very short notice. Have knowledge of health and Safety within the Hospitality Industry. Be up to date with the latest food trends and be able to execute these menus. Teach, develop and inspire subordinates. Develop a focus on food and excellent service.

DUTIES : Co-ordination and execution of cooking and catering for functions e.g. Banquets, Formal Events, Meetings and Family Meals. Managing and co-ordinating the preparation and service of food, beverages, setting-up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Liaise with Household Manager discuss menus, special arrangements, serving plans (waiters) of all Catering in the Residence for the day. Determine how food should be presented and create decorative food displays. Attend to Principals and Guests personal preferences, dietary restrictions and requirements. Setting and maintain the standard for preparation of food and beverages and ensure a healthy environment and that the general objectives of the household are achieved. Obtain guest lists and make logistical arrangements.

ENQUIRIES : Ms T Manase Tel No: (012) 342 2566
NOTE : NB: Email applications must on the subject line state only the Reference number: CATERING/PRES/2026 (with no spaces).

POST 17/135 : **ASSISTANT DIRECTOR: FACILITIES REF NO: FACILITIES/PRES/2026**
 Directorate: Accommodations and Households

SALARY : R487 197per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National diploma qualification on NQF level 6 in either Hospitality Management or Heritage/Museum Management/ Facilities Management (or similar). A minimum of 3 to 4 years' appropriate experience in a Heritage Site. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service deliver and innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People management and Empowerment Change Management. Public Service Regulation Framework. Policy formulation process within Government. Monitoring and evaluation method, tools and technique. Facilities and venue management. Public Finance Management Act. Treasury Regulations. Contract and service provider management. Knowledge of the National Heritage Resources Act and the World Heritage Convention Act.

DUTIES : Manage and oversee the operation of the facilities section (soft services: cleaning and hygiene) to ensure a clean, neat, hygienic and safe working environment. Manage the cleaning of office, public areas and hygiene services. Oversee restaurant services and manage conference venues. Support the preservation and presentation of historically and culturally significant spaces through appropriate operational care, maintenance co-ordination and adherence to heritage sensitive facility practices. Oversee delivery and maintenance of indoor plants and flower arrangements. Manage stores and preparations of all the venues and areas to be used during states and official visits. Manage the electronic reporting system. Co-ordinate all Ensure the efficient and cost-effective administration of soft service (cleaning and hygiene) operations budget. Monitor all soft services contract performance and develop operational plan. Manage quality customer service and Project management within the soft services. Ensure that facilities operations are cost effective and efficient within estimated budget constraints. Ensure compliance with OHS regulations, operational risk management procedures and institutional safety directives. Oversee the procurement of soft services and related equipment and ensure that invoices discrepancies are promptly tracked and resolved. Ensure that access and escorts are arranged for sort services activities. Manage and arrange official documentation and activities with regards to the staff managed and also on work related matters with regards to the staff

managed to ensure effective administration. Arrange training. Develop and promote effective work programs. Assist and participate in the management of the unit by the compiling of reports and convening meetings to ensure that soft services (cleaning and hygiene) delivery is effective and efficient.

**ENQUIRIES
NOTE**

: Mr. T Makondzo Tel No: (012) 300 5425
: NB: Email applications must on the subject line state only the Reference number: FACILITIES/PRES/2026 (with no spaces).

POST 17/136

: **SENIOR COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO:
COMMUNICATION/PRES/2026**
Communication and Research Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Pretoria
: A Senior Certificate plus an appropriate Diploma, Advanced Certificate or equivalent qualification at NQF Level 6 in Graphic Design, Digital Media, Multimedia Design, Visual Communication or a related field. A minimum of 3 years' experience in graphic design, digital content creation, photography, videography and multimedia production. Applicants must include a portfolio of recent work in PDF format showcasing graphic design, photography, video production and multimedia content creation capabilities. Competencies and skills: Excellent conceptual, creative and visual design skills. Strong photography and videography capabilities, including the ability to capture, edit and package content into professional multimedia products. Proficiency in multimedia editing software and digital content production tools, including graphic design, photo editing, video editing and audio editing software. Knowledge of digital camera operation, lighting, image composition, digital image manipulation, video production and post-production processes. Experience in creating content for print, web, social media, presentations and internal communication platforms. Good interpersonal and communication skills. Computer literacy. Ability to work under pressure, manage multiple projects and meet tight deadlines. Self-motivated, innovative and detail-oriented.

DUTIES

: Support the Corporate Communication Unit in the conceptualisation, design and production of multimedia communication products across print and digital platforms. Develop visual, photographic, video and audio content for publications, campaigns, presentations and digital communication platforms. Capture and edit professional photographs and video footage for organisational events, campaigns and communication initiatives. Edit and package multimedia content into high-quality products suitable for internal and external communication purposes. Assist in the coordination and implementation of communication and public awareness campaigns. Provide design and photographic support for publications such as The Presidency Annual Report, newsletters, brochures, pamphlets, presentations, internet and intranet platforms and social media content. Operate and maintain multimedia production equipment and software. Assist with publication planning, content distribution and responding to public requests for communication material. Participate in the development and implementation of communication strategies and support the procurement and management of internal communication material.

**ENQUIRIES
NOTE**

: Ms. A Nothling Tel No: (012) 308 1722
: NB: Email applications must on the subject line state only the Reference number: COMMUNICATION/PRES/2026 (with no spaces)

POST 17/137

: **PRACTITIONER: RISK AND BUSINESS CONTINUITY MANAGEMENT REF
NO: RISK/PRES/2026**
Directorate: Risk Management

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Pretoria
: Senior Certificate plus an NQF Level 6 Diploma/Advanced Certificate in Risk Management/ Accounting/ Internal Auditing/ Social Science or equivalent qualification. A minimum of 1-2 years' experience in the field of Risk and Business Continuity Management. Competencies: Project Management Skills; Effective oral and written communication skills; Good understanding of governance. Be professional, highly motivated, Analytical (ability to gather and analyse information); Good interpersonal skills; Good organisational and

planning skills and ability to work on multiple projects simultaneously; Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and also as part of a team; Knowledge: In depth understanding of the Public Sector Risk Management Framework, Public Finance Management Act, Public Service Act, Public Service Regulations., the Disaster Management Act Occupational Health and Safety Act Good understanding of Policy formulation process within Government. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Understanding of monitoring and evaluation methods, tools and techniques. Monitoring and evaluation methods, tools and techniques.

DUTIES : Assist the Directorate in coordinating departmental Strategic and Operational risk assessment workshops and compile risk registers. Capture risks in all workshops. Compile the audit findings tracking system to inform the drafting, evaluation, analysis and review of risks in the departmental risk registers. Compile quarterly strategic and operational mitigation progress reports. Draft a quarterly risk mitigation analysis report. Issue the risk analysis mitigation report to the Risk Management Committee (RMC). Assist in providing administrative support to the Risk Management Committee. Compile meeting packs for the RMC Chair and Director; Risk Management. Assist with logistical arrangements for RMC meetings including special meetings. Prepare the payment of the external RMC Members. Assist in providing administrative support in executing Risk and BCM Functions. Logistical arrangements for awareness sessions. Co-facilitate the procurement of promotional material. Develop a schedule for risk workshops with all the Branches and confirm their availability. Assist in developing specifications and proposals for acquisition of services as and when required. Coordinate the budget of the Directorate serve as Chief User Clerk. Maintain proper filling/record keeping system for all expenses incurred and/records generated by the Directorate. Manage asset registers for the Directorate. Provide assistance in implementing the Business Continuity Programme. Assist in coordinating meetings for Business Continuity Champions. Capture BCM risks as part of the BCM Risk Register. Assist in the developments of Business Continuity Plans and BC Response Plans and serve as first point of contact on BCM arrangements. Liaise with Stakeholders on BCM arrangements such as the Metropolitan Municipalities concerning the Contingency Management Plans. Assist in conducting Business Impact Analysis in the compilation of inputs from Branches/Units/Directorates and statistical reports.

ENQUIRIES : Mr G Mahlangu Tel No: (012) 300 5378
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: RISK/PRES/2026 (with no spaces)

POST 17/138 : **SUPPLY CHAIN OFFICER: ACQUISITION Ref no: ACQUISITION/PRES/2026 (X2 POSTS)**
 Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma in Supply Chain Management/Logistics/Procurement or equivalent qualification on NQF level 6. A Minimum of 1 - 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Processing of quotations for goods and services: Request quotation for goods and services, Source quotations from Preferential Service Providers listed on CSD and compliance on tax issues, and Send them to the End-User. Processing of applications for purchase: Check if the Application for purchase was signed by Responsibility Manager, Check if the Procurement need was on Demand Plan, Check if the Banking Details of the Supplier was verified on CSD, Check if there is fund under relevant item code, Attach supporting documents as SBD, BEE Certificate, Check if the Supplier tax matters are in

order, Compile Comparative schedule and Attach on document, Submitting motivation and comments on attached checklist. Administration of bids: Preparing bid documents, Process of bids including approval, specification, advertising, of bids, Liaise the delivery dates with service provider, Submit Tax Invoices to be paid within 30 days, Submit monthly reports for expenditure within the unit.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: ACQUISITION/PRES/2026 (with no spaces)

POST 17/139 : **SUPPLY CHAIN OFFICER: HELPDESK REF NO: HELPDESK/PRES/2026**
Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma or equivalent qualification on NQF level 6 in Logistics/Supply Chain Management/Public Administration/Management. A Minimum of 1 – 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Receive and process applications or requests from helpdesk. Request quotations using the database, evaluate quotations. Provide updates on the progress of the requests for quotations as well as the applications for purchase. Submit stats relating to work done to the Supervisor. Attend to queries. Assist with bids when required.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: HELPDESK/PRES/2026 (with no spaces)