

## 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** : 28 August 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](http://www.dirco.gov.za) Received applications using incorrect Z83 for employment will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. DIRCO reserves the right not to make appointments. We thank all the applicants for their interest. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful. The Departmental Employment Equity targets will be taken into consideration during the selection process 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.

## OTHER POSTS

- POST 28/27** : **DEPUTY DIRECTOR: HUMAN RESOURCES (RECRUITMENT & SELECTION) REF NO: 0731/02 (X1 POST)**  
Branch: Corporate Management
- SALARY** : R932 292 per annum (Level 11). 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.
- CENTRE REQUIREMENTS** : Pretoria  
Applicants must be in possession of an NQF level 6 Diploma/ Degree in Human Resources Management/ Public Administration/ Public Management or related field as recognized by SAQA. At least 3-5 years' relevant experience in a junior management level in a Human Resources Management environment. PERSAL administration certificate will be an added advantage Competencies: Knowledge and understanding of relevant public service legislations Knowledge and understanding of HR prescripts and guidelines Knowledge and understanding of PFMA Policy analysis and development Decision making, problem solving and analytical skills People management and empowerment Good interpersonal relations Planning and organising Client orientation and customer focus Sense of responsibility Communication skills (written, verbal and computer literacy) Ability to work under pressure Ability to work as a team and independently Diplomacy.
- DUTIES** : Development, review and implementation of the Recruitment and Selection Policy, Standard Operating Procedures and Internal Controls. Implement Recruitment and Selection operations Stakeholder Management, including service providers Ensure adherence to recruitment systems, reporting and compliance matters. Procurement management Manage the Sub-Directorate and provide direction and technical support Coaching and development of personnel
- ENQUIRIES** : Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012)351 1210
- APPLICATIONS** : Please e-mail your application to [ddr@s26@dirco.gov.za](mailto:ddr@s26@dirco.gov.za)

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| <b><u>POST 28/28</u></b>   | : | <b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/01 (X1 POST)</u></b><br>Branch: Office of the Chief Operations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11). 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Management Services, Operations Management, Industrial Psychology/ related field At least 3-5 years' junior managerial experience in Organisational Development and Job evaluation Certificate in Job Evaluation will be an added advantage Competencies: Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations, PFMA, etc Knowledge of Job Evaluation process and prescripts Knowledge and development of job descriptions Knowledge and understanding of guides, principles and directives in the Organisational Development field Knowledge of National Development Plan and priorities of the Department Knowledge of the application of Organisational Functionality Assessment (OFA) Tools. Knowledge of project management, approaches, tools and phases of the project lifecycle Planning and organising, Knowledge and application of Strategic planning, Client orientation and customer focus; Problem solving and analytical skills, Investigation skills, Interviewing skills; Communication skills (written, verbal and computer literacy); Policy analysis and development, Facilitation skills, Report writing skills, Ability to work under pressure Ability to work in a team independently, Time management, People management and empowerment; Honesty and integrity, Political and cultural sensitivity and Diplomacy. |
| <b><u>DUTIES</u></b>       | : | Manage the design and alignment of Organisational structure to the departmental strategy and priorities, Manage and provide job evaluation support services, Manage and conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency. Provide business process engineering and management support services, Manage the Sub-Directorate and provide technical support Coaching and People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Beshe Tel No: (012) 351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Please e-mail your application to <a href="mailto:ddod26@dirco.gov.za">ddod26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/29</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 0731/04 (X1 POST)</u></b><br>Branch: Office of the Chief Operations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an undergraduate NQF Level 6 Diploma / Degree in Management Services/Operations Management / Industrial Psychology or related. At least 3 years' relevant experience at supervisory level in Organisational Development Certificate in Job Evaluation will be an added advantage. Competencies: Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations and PFMA, Knowledge of Job Evaluation processes. Knowledge and development of job descriptions. Knowledge of guides, principles and directives in the Organisational Development field. Knowledge of strategic planning application. Knowledge of the National Development Plan and the priorities of the Department. Knowledge of project management approaches, tools and phases of the project lifecycle. Knowledge of the application of Organisational Functionality Assessment (OFA) Tools. Diplomacy, Networking, Communication (written, verbal and liaison), Problem solving, Computer literacy, Language proficiency, Client orientation and customer focus, People management, Planning and organising, Time management, Policy analysis and development, Facilitation skills, Report writing skills, Investigation and Interviewing skills. Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative, Honesty and Integrity, Ability to work                            |

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| <b><u>DUTIES</u></b>       | : | in a team and independently, Ability to work under pressure, Political and cultural sensitivity, Ability to network, Willingness to travel and Assertiveness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                            | : | Review and develop departmental organisational structure and provide organisational design services Provide business process re-engineering and management support services. Provide job evaluation services Conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency Coaching and People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Beshe Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Please e-mail your application to <a href="mailto:asdod26@dirco.gov.za">asdod26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/30</u></b>   | : | <b><u>ASSISTANT DIRECTOR: VETTING FIELDWORK OFFICER REF NO: 0731/08 (X3 POSTS)</u></b><br>Branch: Corporate Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R605 742 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Security Management, Social Sciences/ related fields. Successful completion of Vetting Course/ Training offered by SSA/ SANDF/ SAPS, a valid Top Secret Security Clearance. A valid driver's license. At least 3 -5 years' experience in conducting Top Secret/ Secret vetting investigations. Competencies: Knowledge and understanding of the legislative framework governing the Public Service, such as the Constitution of the Republic of South Africa, the Public Service Act, the Public Service regulations, the PFMA, etc. Knowledge and understanding of Domestic and Foreign Policy Knowledge and understanding of Minimum Information Security Standards (MISS) Knowledge and understanding of the Vetting Policy Guidelines and Procedures Knowledge and understanding of the Vetting Prescripts Planning and organizing Client orientation and customer focus, Good interpersonal relations Problem solving and analytical skills Communication skills (written, verbal and computer literacy) Investigation skills, Interviewing skills, and ability to draft and prepare quality vetting reports. Ability to work under pressure, Ability to work in a team and independently, Ability to put plans into action/actualisation. Sense of urgency, Honesty and Integrity. Political and cultural sensitivity, willingness to travel, and diplomacy extensively. |
| <b><u>DUTIES</u></b>       | : | Conduct vetting fieldwork investigations Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations Provide effective communication channels and systems between the Department and the SSA and other related agencies Administer files and partake in task teams dealing with matters related to vetting projects/ processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms V Beshe, Tel No: (012)351 1327/ Ms W Matlala Tel No: (012) 351 0514/ Ms N Moyakhe Tel No: (012) 351 1210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Please e-mail your application to <a href="mailto:vfo26@dirco.gov.za">vfo26@dirco.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |