ANNEXURE T

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.

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 K Maubane
CLOSING DATE	:	13 November 2026 (16:30 walk ins and 00:00 on email)
NOTE	:	Applications must include only Two (2) documents (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 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 when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POST

POST 39/191	:	**DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: DDCSS/PRES/2026** Directorate: Corporate Support Services
SALARY	:	R932 292 per annum (level 11), all-inclusive remuneration package
CENTRE	:	Cape Town
REQUIREMENTS	:	A Senior Certificate plus an appropriate Bachelor's Degree/ or National Diploma OR an equivalent qualification on NQF level 6. A minimum of 3-4 years' applicable middle managerial experience. Knowledge of facilities management, accommodation and household services, auxiliary services, transport, procurement and asset control. Good managerial, leadership, decision-making, planning, organising and problem-solving skills. Financial

management, resource management and operational planning skills. Excellent written and oral communication. Planning and organising. Service delivery. Client service. Ability to function independently without supervision. Loyalty/honest. Computer literate. Research. Presentable. Reporting. Accommodation & household management. Personnel management. Ability to coordinate multidisciplinary services and manage matrix reporting arrangements.

DUTIES : Corporate Support Services: Manage and coordinate corporate support operations, planning, service standards and reporting in Cape Town. Accommodation and Facilities: Oversee accommodation, maintenance, housekeeping, catering and hospitality services, liaising with DPWI and service providers. Auxiliary and Transport Services: Oversee reception, messenger, frontline, switchboard, transport and driver services. Supply Chain and Asset Management: Coordinate procurement and ensure effective asset control and compliance in Cape Town Office. ICT and HRM Support: Coordinate regional ICT and HRM support with the relevant Union Buildings directorates/units. Coordinate logistical, catering, ICT, transport and facilities support for high-level meetings and events in Cape Town. Governance and Risk Management: Ensure compliance with legislation, policies, OHS, Internal Security requirements and audit actions, while managing operational risks. Stakeholder Management: Liaise with internal directorates, DPWI and service providers, monitoring service delivery and performance. People and Resource Management: Supervise designated Assistant Directors and manage staff performance and available resources. Matrix Coordination and Reporting: Coordinate services with Union Buildings directorates, resolve operational challenges and escalate matters requiring management intervention.

ENQUIRIES : Mr Charles Ford Tel No: (021) 464-2216

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