ANNEXURE K

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 : 21 December 2026 - Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand-signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Driver's licence, as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with the Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 43/121 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DIRCO1127/02**
Branch: Financial And Asset Management

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Supply Chain Management/ Logistics/ Business Management/ Bachelor of Commerce. At least 5 years' experience at Middle Management / Senior Managerial level in Supply Chain Management. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge of the Public Finance Management Act, Treasury regulations, the Preferential Procurement Policy

Framework Act, Supply Chain Management Framework, Logis, Section 217 of the Constitution, Contract Management Guidelines and the Broad-Based Black economic empowerment Act, Demand and acquisition Management, Logistics Management, Contract and Supplier Performance Management. Competencies: Strategic Capability and Leadership. Budgeting and Financial Management. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Behavioural and Performance Management. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills. Negotiation skills. Problem-solving and Analysis. Sense of urgency.

DUTIES : Manage the implementation of Demand Management Plan: Review demand management plan development and submit to the Chief Director, Monitor implementation of the approved Demand Management Plan to comply with the prescripts, Compile National Treasury report on the implementation of the approved Demand Management Plan and submit to Chief Director, Implement project plan for the management of the bid adjudication process, Coordinate Departmental Bid Committees (Dib Specification Committee, Bid Evaluation Committee, Bid Adjudication Committee), Arrange and monitor implementation of Bid Adjudication Training for Committee member and other end users, Manage the processing of payments in line with the Standard Operating Procedures of the SCM of the Department. Manage the implementation of Acquisition Management Plan: Manage the issuing of orders based on compliant supporting documents to avoid irregular and fruitless and wasteful expenditure; manage the delivery of goods and services in line with the specifications and orders; manage the replenishment of stock in the SCM stores; identify and report non-compliance with SCM prescripts to the Chief Director. Manage the implementation of logistics services: Identify and report non-compliance with SCM prescripts to the Chief Director; submit non-compliance reports to the Chief Director. Manage supplier order creation and, payments and supplier performance. Manage procurement contracts register and monitor performance: Manage contract administration processes and supplier performance on Departmental contracts and initiate blacklisting of service providers where necessary; analyse contract register and performance reports and initiate remedial actions where non-performance has been confirmed. Introduce and manage control tools/ measures within the Supply Chain Management environment and respond to Auditor General opinions/ queries: Manage the implementation of internal controls and reporting systems to ensure there are no material findings on compliance with applicable prescripts and regulations related to SCM, Management of Employees in the Directorate, Management of finances in the Directorate.

ENQUIRIES : Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Dirscm26@dirco.gov.za

POST 43/122 : **DIRECTOR: ICT INFRASTRUCTURE REF NO: DIRCO1127/03**
Chief Directorate: Information and Communication Technology (ICT)

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Information Communication and Technology or equivalent qualification. At least 5 years' experience at Middle Management / Senior Managerial level within the ICT environment. Experience in the networking, server and telephony environment will be an added advantage. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge of legislative framework governing the Public Service e.g. Electronic communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act, 2017: Public Service Regulations, 2016: PFMA 1999: Employment Equity Act 1998 and MISS, Knowledge of Information Management best practices such as Information System Audit and Control Association (ISACA), Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF), Knowledge of Enterprise Architecture

Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF), Knowledge of the Voice over IP Infrastructure, server environment, Business Continuity and Applications support, Knowledge of ICT Infrastructure management tools, Knowledge and understanding of SA Foreign Policy, Knowledge and understanding of National policies and priorities. Competencies: Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Project Management. Counselling skills. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills. Negotiation skills. Problem-solving and Analysis. Language proficiency. Sense of urgency. Initiative

DUTIES : Provide strategic direction on the alignment of Information Technology (IT) services to business needs: Manage Human Resources and provide strategies direction regarding Infrastructure Management. Manage financial matters regarding the procurement of ICT equipment. Regulate and control tactical and strategic demands of the Department. Review business service plans and infrastructure services on a regular basis. Manage project management approach in planning and executing ICT projects: Participate in the ICT steering committee. Management of Human Resource Administration of the personnel within the Directorate. Manage the PMDS of the staff in the Directorate. Manage the maintenance and optimisation of IT infrastructure, including networks, servers and storage systems: Oversee maintenance of the network, server and telephony environment at Head Office and Missions. Monitor the telecommunications services. Provide server management and monitoring. Manage business and service level agreements. Draft service level agreements. Monitor compliance to the IT prescripts of the DPSA. Formulate the Directorate Annual Performance Plan. Manage the budget of the Directorate in line with the PFMA and other prescripts of the government and governance. Manage project management approach in planning and executing ICT projects: Participate in the ICT steering committee. Management of Human Resource Administration of the personnel within the Directorate. Manage the PMDS of the staff in the Directorate. Manage Information Technology service delivery to ensure efficient and timely resolution of technical issues. Attend and chair the infrastructure management and stakeholder meetings. Monitor the performance of service providers against service level agreement targets convened.

ENQUIRIES : Ms V Beshe Tel No: (012) 351 1327 / Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Diricti26@dirco.gov.za

POST 43/123 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DIRCO1127/04**
Branch: Corporate Management

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Behavioural Sciences or related qualification. At least 5 years' experience at Middle Management / Senior Managerial level within the Employee Health and Wellness environment. Valid registration with the relevant professional body (Health Professions Council of South Africa – HPCSA, South African Council for Social Service Professions - SACSSP or Employee Assistance Programme Association of South Africa - EAPA-SA). Knowledge: Knowledge of the Public Service prescripts governing employee wellbeing. Knowledge of all aspects of employee health and wellness. Knowledge and experience in designing and implementing HIV and AIDS workplace programmes. Knowledge of psychosocial issues in the workplace, trauma and crisis management. Competencies: Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Project Management. Counselling skills. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills.

Negotiation skills. Problem-solving and Analysis. Language proficiency. Sense of urgency. Initiative

DUTIES : Provide strategic direction on employee health and wellness at head office as well as in the missions by: Developing and reviewing employee wellness policies and programmes and monitoring implementation, Providing strategic leadership and direction to the Employee Health and Wellness team in realising the Organisation's strategic objectives, Developing the Directorate's Annual Performance Plan and managing the implementation thereof, Ensuring continuous professional development of EHW officials, Providing guidance and support to managers on management of employees with emotional, behavioural and other health related issues. Develop and manage health and productivity programmes by; Developing the DIRCO's HIV & AIDS, TB, STI operational plan as per (DPSA) requirements, Promoting Health and Wellness of DIRCO employees and the family members, Establishing and maintaining the on-site health facility, facilitating the development of the EHW health calendar and ensuring implementation of health promotion activities, promoting and ensuring effective management of DIRCO sports teams, developing and implementing support interventions for designated groups (women, people with disabilities and youth), conducting regular workshops and training on psychological issues. Ensure provision of psychosocial support services: Ensuring that counselling, crisis management, and trauma debriefing are provided to DIRCO officials and their family members; ensuring effective communication and marketing strategies of EHW services; ensuring that EHW officials provide confidential, professional and timely management and psychosocial support services; ensuring effective support for transferred officials and their families. Manage overall performance of the Directorate and participate in Corporate Governance. Formulating and managing the implementation of the operational plan, contributing to corporate governance in the Department, Representing the Directorate in Departmental governance structures and processes to contribute to improved governance, participating in the development and monitoring of the Audit Action Plan, participating in the development of the Departmental Strategic Plan, managing the Directorate's budget in line with the PFMA and other relevant prescripts of government, empowering and capacitating officials through their personal development plans, Ensuring that performance agreements are in line with the Directorate's Business Plan.

ENQUIRIES : Ms V Beshe Tel No: (012) 351 1327 / Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Direhw26@dirco.gov.za

POST 43/124 : **DIRECTOR: MARKETING REF NO: DIRCO1127/05**
Branch: Public Diplomacy

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of a bachelor's degree (NQF 7) in Marketing, Communication Studies or related field. At least 5 years' experience at Middle Management / Senior Managerial level. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge and understanding of relevant Public Service Wide legislation. Knowledge and understanding of South African Foreign Policy. Knowledge and understanding of International Relations, Political and Social Science communications. Knowledge of National Policies and Priorities. Knowledge of media production, communication and dissemination techniques and methods. Competencies: Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Knowledge Management. Service Delivery and Innovation. Strategic Capability and Leadership. Planning and organising. Time management. Strategic Planning. Policy Analysis and Development. Facilitation skills. Report writing. Diplomacy. Ability to work as team and independently. Ability to work under pressure. Political and Cultural Sensitivity. Networking. Communication (Written, Verbal and Liaison). Problem-solving.

Computer Language proficiency. Negotiation, Adaptability, Conceptualisation, Analytical thinking. Sense of urgency, Honesty and Integrity.

DUTIES : Manage and organise national and international events to promote Brand South Africa: Develop marketing strategy and implementation plan. Design and monitor guidelines on methods to organise functions and events. Develop event-specific concept papers and project plans. Maintain the image of the department and country by implementing first-class events both domestically and internationally. Manage service providers including venues, event management thereof (guests list, benefits etc) including sponsors. Manage Departmental branding and corporate image: Develop and implement departmental branding policy in line with GCIS prescripts. Develop and implement departmental branding and corporate imaging for all business units. Develop physical branding and guidelines for Missions abroad. Oversee the development of branding for national and international events. Disseminate branding to key departmental stakeholders. Manage the sourcing and provision of South African promotional and exhibition materials. Guide South African Missions and business units on the coherent imaging and branding of South Africa. Establish and manage stakeholder Relations: Identify new stakeholders both domestically and internationally that will assist DIRCO to implement its mandate while projecting a positive image of the Department and the Country. Maintain positive relationships with key departmental stakeholders. Manage the interaction between South African Missions and stakeholders locally regarding branding South Africa. Develop and implement Memoranda of Understanding between DIRCO and its partners. Develop and maintain stakeholder database. Draft and respond to sponsorship proposals. Manage the coordination of internal departmental events in line with relevant policies, plans and strategies: Develop policies and strategies for internal events management. Manage the development of project plans to ensure implementation of projects from conceptualisation to delivery stages. Deliver events on time within budget that meet client's expectations. Communicate and maintain timelines and priorities on every project. Manage onsite inspections and projects. Ensure excellent customer service and quality delivery. Manage the overall performance of the Directorate and participate in Corporate Governance: Formulate and manage the implementation of the directorate's Operational Plan. Contribute to cooperate governance of the department. Represent the Directorate in departmental governance structures and process to contribute to improved governance. Participate in the development and monitoring of the Audit Action Plan. Participate in the development of the Departmental Strategic Plan. Manage budget in line with the PFMA and other relevant prescripts of government. Empower and capacitation of officials (personal development plans). Ensure that performance agreements are in line with the Directorate's Business plan.

ENQUIRIES : Mr N Sekalo Tel No: (012) 301 8689/ Mr E Mahalefa Tel No: (012) 351 0884

APPLICATIONS : Please e-mail your application to Dirmarketing26@dirco.gov.za