



OFFICE MANAGER (HOD'S OFFICE)

Salary: R406 839 per annum (all-inclusive packages) (Level 11) (Ref. DSSL/DD/HOD/2011)

HEAD OFFICE

Requirements: • Appropriate 3-year Bachelor's degree/diploma or equivalent qualification plus relevant experience in office management • Good public relations, communication and organising skills • Proven leadership and management skills • Well-developed interpersonal skills and ability to work in a team • Computer literacy (MS Word, Excel, PowerPoint) • Knowledge of PFMA and Treasury Regulations.

Key performance areas: • Provide executive support to the HOD • Ensure effective and efficient management of the office of the HOD • Represent the HOD in specific circumstances, as may be assigned to the HOD • Report on and monitor output • Attend to, manage, direct and assess written and verbal communication to and from the office of the HOD daily • Monitor feedback weekly and manage system to obtain feedback and keep track of what needs to be followed up • Facilitate, develop and co-ordinate the implementation of plans and monitor monthly and quarterly achievements based on the departmental objectives, policies and procedures • Manage staff and expenditure daily in terms of the approved budget of the office of the HOD and monitor budget monthly • Attend to the preparation, compilation, editing and co-ordination of monthly, quarterly and annual reports as required by the MEC, HOD and Senior Management • Administer and provide support to the HOD in daily routine, including arranging appointments, travel arrangements and general logistics • Arrange meetings on behalf of the HOD both internally and externally.

DEPUTY DIRECTOR: RISK MANAGEMENT

Salary: R406 839 per annum (all-inclusive packages) (Level 11) (Ref. DSSL/DD/RM/2011)

HEAD OFFICE

Requirements: • Appropriate 3-year Bachelor's degree/diploma or equivalent qualification in Accounting and Auditing with relevant experience in auditing and risk management • Detailed knowledge of Public Finance Management Act, Treasury Regulations and King II Report in corporate governance • Extensive computer and presentation skills, coupled with the ability to maintain a high level of confidentiality.

Key performance areas: • Assist with risk management practices within the Department • Develop the internal control or risk management framework and standards implementation, guide and summary report • Develop and implement risk management policies, strategic and awareness programmes • Develop and monitor the risk implementation plan on a continuous basis • Monitor the implementation of the risk management strategy on an ongoing basis and suggest/recommend necessary modification to the Risk Management Committee • Advise on matters pertaining to fraudulent activities and prevention thereof • Advise on policies, procedures and strategies of the Department • Serve as the Secretary of the Risk Management Committee.

NB: The above candidates will be subjected to a competency assessment.

ASSISTANT DIRECTOR: LEGAL SERVICES

Salary: R206 982 per annum (Level 9) (Ref. DSSL/AD/LQ/2011)

HEAD OFFICE

Requirements: • Degree in Law or equivalent legal qualification • Experience in and knowledge of the functioning of the Public Service within the legal section • Valid driver's licence • Thorough knowledge of the legislative framework applicable in the Public Service • Experience in and knowledge of contract and litigation management.

Key performance areas: • Render legal advice to the Department pertaining to applicable prescripts • Raise awareness with regard to legal prescripts and monitor compliance by the Department with legislative and contract requirements • Co-ordinate consultations with the State Attorney and prepare notices with parties to contracts, as well as give inputs to contracts that the Department intends to be party to.

ASSISTANT DIRECTOR: SECURITY MANAGEMENT

Salary: R206 982 per annum (Level 9) (Ref. DSSL/AD/SM/ER/2011)

EHLANZENI REGION

Requirements: • Appropriate 3-year degree/diploma or equivalent qualification • Appropriate experience in Security Management • Registration with SIRA (Grade B) is a must • Valid driver's licence • NIA Security Management.

Key performance areas: • Co-ordinate, organise, lead and control all security activities in the region, including his/her subordinates • Participate in departmental strategic planning • Ensure civilian oversight of security companies activities in the region • Facilitate meetings with relevant stakeholders to improve effective security stability in the region • Compile monthly and quarterly reports and action plans for the attention of the Directorate • Liaise with all statutory organisations relating to security industry regulations • Advise the Directorate about development in the region • Analyse, prevent reduce and eradicate where possible security (crime) risk at Government institutions • Report incidents and performance of contractors service providers • Communicate with relevant structures in respect of stolen property and obtain progress report on cases already reported.

ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT

Salary: R206 982 per annum (Level 9) (Ref. DSSL/AD/HRD/2011)

HEAD OFFICE

Requirements: • Appropriate 3-year Bachelor's degree/diploma or equivalent qualifications with relevant experience • Sound knowledge of the Skills Development Act, Public Finance Management Act, Public Service Act and Regulations • Presentation, communication, managerial and report-writing skills • Computer skills • Valid driver's licence.

Key performance areas: • Develop, review and monitor the implementation of WSP • Co-ordinate and monitor implementation of learnerships/internships • Monitor the co-ordination and implementation of the induction and orientation programme • Co-ordinate the qualification verification process • Monitor administration of bursaries • Monitor the implementation of the ABET programme.

ADMINISTRATIVE CLERK: COMMUNITY LIAISON

Salary: R79 104 per annum (Level 4) (Ref. DSSL/AC/GS/2011)

GERT SIBANDE REGION

Requirements: • Grade 12 or relevant qualifications • Knowledge of computer will be an advantage • Preparedness to work under pressure • Conversant with administration functions • Verbal and written communication skills.

Key performance areas: • Manage an effective, user-friendly filing system in the region • Accurately and timeously type documents • Track and record the movement of assets • Procure goods and services for the Regional Office • Provide general administrative support to the Regional Office.

Enquiries: Mr Fanie Nkuna, tel. (013) 766-4038 or Ms Thembi Thobela, tel. (013) 766-4023

It is our intention to promote representivity (race, gender, and disability).

All applications must be submitted on form Z83, obtainable from any Public Service Department, and must be accompanied by detailed CV, together with certified copies of qualifications and ID. Applicants are requested to complete the Z83 form in full, even if a CV is attached.

Applications, quoting the relevant reference number, should be forwarded to:

The Head: Human Resources Management, Department of Safety, Security and Liaison, Private Bag X11269, Nelspruit 1200 or hand-delivered at: The Registry Office, Building 4, 2nd Floor, Government Complex. No faxed or e-mailed applications will be considered.

Closing date: 29 April 2011

Note that applications will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application has been unsuccessful.

