

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** : 20 June 2025. 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), Drivers 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 will be subjected to personnel suitability checks and verification of qualifications; In line with 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; 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.

OTHER POSTS

- POST 18/18** : **PROJECT MANAGER: ARF**
African Renaissance Fund (ARF)
- SALARY** : R1 059 105 per annum (Level 12). 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** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an NQF level 6/7 relevant qualification in Project Management / Business Administration or Finance. A qualification in International Relations will be an added advantage. Experience with implementing international projects will be an added advantage. At least 3-5 years' experience in a project environment of which three years should be at junior management level. Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation. Knowledge of project management. Knowledge and understanding of Service delivery policy and guidelines. Basic understanding of financial management principles. Understanding of National Development Plan. Understanding of developmental funding mechanisms. Policy analysis and development. Report writing. Facilitation. Diplomacy. Networking. Negotiation. Problem solving and analytical skills. Client Orientation and service delivery innovation. Change management and adaptability. Knowledge management. Financial management skills. People Management and Empowerment. Communication skills (written, verbal and computer literacy). Strategic Capability and Leadership. Strategic planning processes.
- DUTIES** : Compile project proposals for consideration by the ARF Advisory Committee. Feasibility study on identified projects. Project Planning and implementation from inception until conclusion, resource allocation, participate in the bid committees for the ARF. Ensure timely delivery of projects within budget and scope. Receive and evaluate project proposals prior to tabling before the Advisory Committee. Identify and ensure the resolution of projects risks and quality of project deliverables. Manage the relationship with key stakeholders. Provide project performance reports to stakeholders. Development of standard operating procedures and relevant frameworks to govern project management implementation for the entity. Audit projects to ensure and measure adherence to standards. Perform ad hoc responsibilities that might be required.
- ENQUIRIES** : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327
- APPLICATIONS** : Please e-mail your application to pmarf25@dirco.gov.za
- POST 18/19** : **ASSISTANT PROJECT MANAGER: ARF**
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an NQF level 6/7 qualification in Project Management/Business Administration or Finance. Experience with implementing international projects will be an added advantage. At least 3-5 years' experience in a project environment of

which three years should be at supervisory level Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation Knowledge of project management Knowledge and upstanding of Service delivery policy and guidelines Basic understanding of financial management principles Understanding of National Development Plan Understanding of developmental funding mechanisms Policy analysis and development Report writing Facilitation Diplomacy Networking Negotiation Problem solving and analytical skills Client Orientation and service delivery innovation Change management and adaptability Knowledge management Financial management skills People Management and Empowerment Communication skills (written, verbal and computer literacy) Strategic Capability and Leadership Strategic planning processes.

DUTIES : Assist in facilitating project management and planning processes Manage project resources and oversee the execution of projects from the initiation through to project closure Project implementation, tracking spending in line with approved budget, regular reporting on project status Assist in receiving and evaluating project proposals prior to tabling before the Advisory Committee Identify and ensure the resolution of projects risks and quality of project deliverables Provide project performance reports to stakeholders Establish project steering committees for all projects Audit projects to ensure and measure adherence to standards Assist with the development of standard operating procedures and relevant frameworks to govern project management implementation for the entity.

ENQUIRIES : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327
APPLICATIONS : Please e-mail your application to apmarf25@dirco.gov.za

POST 18/20 : **ASSISTANT MANAGER: MONITORING & EVALUATION: ARF**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of at least an NQF level 6/7 qualification in Monitoring and Evaluation/Strategic Management /Auditing or related qualification Auditing experience will be an added advantage At least 3-5 years' experience in monitoring and evaluation /auditing/strategic management of which three years should be at supervisory level Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation Knowledge of Treasury and DPME Regulations / Monitoring & Evaluation systems and processes / Standards and criteria for the Management Performance Assessment Tools Knowledge and upstanding of Service delivery policy and guidelines Knowledge and understanding of MPAT, FOSAD and PSC outcome / FOSAD and PSC M&E processes Understanding of the PFMA and other legislations applicable to schedule 3 entities Understanding of National Development Plan Understanding of developmental funding mechanisms Policy analysis and development Report writing Facilitation Diplomacy Networking Negotiation Problem solving and analytical skills Client Orientation and service delivery innovation Change management and adaptability Knowledge management Financial management skills People Management and Empowerment Communication skills (written, verbal and computer literacy) Strategic Capability and Leadership Strategic planning processes.

DUTIES : Facilitation of ARF annual audit process Monitor and evaluation of projects annual impact assessment reports on all projects Preparation of quarterly and annual reports Contribute to monitor and evaluate financial arrangements as per Programme / Project Agreements / Contracts Assist with the development of strategic plans and annual performance plans Monitor the implementation projects against the project proposals/ARF Act and applicable legislations Conduct financial and compliance monitoring Monitor in collaboration with Legal Services the implementation of MOUs Monitor the implementation of risk management policy and plans by means of risk management systems and processes Assist with the development of frameworks and policies Administrative support.

ENQUIRIES : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327
APPLICATIONS : Please e-mail your application to ammearf25@dirco.gov.za

POST 18/21 : **ASSISTANT FINANCE MANAGER (ASSISTANT DIRECTOR LEVEL)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of at least NQF level 6/7 qualification in Financial Management/Accounting / Cost Accounting Experience in project management finance for projects At least 3 - 5 years' experience in a finance environment of which three years should be at supervisory level Experience in preparation of Annual Financial Statements in line with generally recognized financial reporting principles Competencies: Knowledge and understanding of Legislative Framework governing the Public Service; Financial Management; Government policies, Budget process and practices as well as legislation / regulations such as PFMA; Treasury Regulations & Frameworks and Division of Revenue Act; ARF Act; Generally Recognized Accounting Practice (GRAP); GAAP; Supply Chain Procedures; Preferential Procurement Policy Framework Act. Knowledge of government systems. Knowledge and understanding of foreign currency. Problem solving Analytical thinking Networking Communication skills Computer literacy Planning and Organizing Project Management.

DUTIES

: Manage and monitor the Internal Control services to ensure effective and efficient utilization of resources. Expenditure management, compilations of terms of reference to be submitted to SCM, monthly reconciliations on project funding Preparation of annual budgets and monitor the spending thereof Preparation of quarterly financial statements in line with the GRAP standards Manage the Financial Reporting of the Public Entity Manage the process of Financial Management by sure compliance with all financial prescripts e.g., PFMA, Treasury regulations, Supply Chain Procedures, etc. Assist with the development of financial policies, procedures, and processes Manage and administer disbursement of funds as per the approved projects and recommendations Conduct cost-benefit analysis to ensure value for money and propose interventions. Provide periodic financial reports to the advisory Committee Advice the secretariat and the board on investment opportunities and report thereon.

ENQUIRIES

: Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327

APPLICATIONS

: Please e-mail your application to afmarf25@dirco.gov.za