

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 L Mphahlele
- CLOSING DATE** : 30 May 2025
- NOTE** : Candidates will be subjected to a security clearance up to the level of "Top Secret". Applications must include only TWO (2) documents (a detailed Curriculum Vitae and 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/>). These two documents must be submitted as a single scanned document (One PDF attachment). 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 (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, 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. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests.

MANAGEMENT ECHELON

<u>POST 16/310</u>	:	<u>CHIEF DIRECTOR: CABINET SECRETARIAT REF NO: CABINET/PRES/2025</u> Branch: Cabinet Office
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate Bachelor's Degree or equivalent on NQF level 7 as recognized by SAQA. 5 years' experience at Senior Management Services. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem-solving and analysis. Knowledge management: In-depth understanding of the Public Service Regulatory Framework. Good understanding of government planning processes, policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Proven analytical skills with an understanding of the political environment. Be professional and highly motivated, display initiative think critically and be able to gather and analyse information skillfully. Understanding of eCabinet and eGovernance ICT systems.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Manage and provides Cabinet and its Committees with effective and efficient strategic, secretarial and administrative support. Overseeing the compilation of agendas and minutes for the Cabinet and its Committees. Understanding of the Cabinet system and processes promoted through briefings/training/capacity building sessions for Ministerial staff and members of Senior Management of all Ministries/Departments with a view to better prepare Ministers and Deputy Ministers to engage with the Cabinet system and processes. Enhanced document distribution and communication for Cabinet (e-Cabinet). Improved oversight by Cabinet on the implementation of the Government Programme of Action (POA). Ensuring effective economic and risk management in the Unit.
<u>ENQUIRIES</u>	:	Ms Lucia Mphahlele Tel No: (012) 300 5865
<u>NOTE</u>	:	NB: Email applications must on the subject line state ONLY the Reference number: CABINET/PRES/2025 (with no spaces)
<u>POST 16/311</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: D/PRES/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor degree (NQF level 7 as recognised by SAQA). Certified Internal Auditor or Principal Certified Internal Auditor. Other designations (example CISA) will be an added advantage. 5 years' experience at middle/senior management in auditing environment. Appointment subject to successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government. Public Sector Experience. Candidate must have the following competencies: Strategic capability leadership. Public Service Regulatory Framework. Program and project management. Problem solving and analysis. Financial management. People Management and Empowerment. Communication (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Manage the internal audit function in accordance with the Global Internal Audit Standards. Provide inputs to the Strategic Planning. Develop and implement a strategy for the internal audit function that includes a vision, strategic objectives and supporting initiatives of Internal Audit function towards fulfilment of the Internal Audit mandate. Develop and maintaining the Internal Audit Charter. Develop a 3 year strategic and flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management and submit that plan to the Audit Committee for review and approval. Establish methodologies to guide the internal audit function in a systematic and disciplined manner to implement the internal audit strategy, develop the internal audit plan, and conform with the Standards. Obtain and

deploy resources. Evaluate whether internal audit resources are sufficient to fulfil the internal audit mandate and achieve the internal audit plan. If not, the Chief Audit Executive must develop a strategy to obtain sufficient resources and inform the board about the impact of insufficient resources and how any resource shortfalls will be addressed. Manage the internal audit function's financial resources by developing a budget that enables the successful implementation of the internal audit strategy and achievement of the plan. Manage the day-to-day activities of the internal audit function effectively and efficiently, in alignment with the budget. Establish an approach to recruit, develop, and retain internal auditors who qualified to successfully implement the internal audit strategy and achieve the internal audit plan. If the function lacks appropriate and sufficient human resources to achieve the internal audit plan, the chief audit executive must determine how to obtain the resources or communicate timely to the board and senior management the impact of the limitations. Evaluate the technology used by the internal audit function and pursue opportunities to improve effectiveness and efficiency. Evaluate the competencies of individual internal auditors and encourage professional development. Build relationships. Develop an approach for the internal audit function to build relationships and trust with key stakeholders, including the board, senior management, operational management, regulators, and internal and external assurance providers and other consultants. Communicate with stakeholders. Promote formal and informal communication between the internal audit function and stakeholders, contributing to the mutual understanding. Establish and implement methodologies to promote accurate, objective, clear, concise, constructive, complete, and timely internal audit communications. Communicate the results of internal audit services to the board and senior management periodically and for each engagement as appropriate. Disseminate the final communication to parties who can ensure the results are given due consideration. Ensure and enhance the performance of the function. Develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. Develop objectives to evaluate the internal audit function's performance. Coordinate combined assurance. Coordinate with internal and external providers of assurance services and consider relying upon their work. Combined Assurance Framework maintain and update. Provide effective secretariat function for the Audit Committee. Develop a meeting calendar for the calendar year in line with The Presidency's event calendar. Arrangement for meetings as per the meeting calendar. Prepare meeting pack; and Follow through on decisions taken. Arrangement for payment of Audit Committee members after meeting attendance. Maintain the Audit Committee member's contracts. Maintain and update the Audit Committee Charter

**ENQUIRIES
NOTE**

: Ms Lucia Mphahlele Tel No: (012) 300 5865
: NB: Email applications must on the subject line state ONLY the Reference number: D/PRES/2025 (with no spaces)

OTHER POSTS

POST 16/312

: **DEPUTY DIRECTOR: AUDIT ASSURANCE AND CONSULTANCY SERVICES (REF: DD/PRES/2025)**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: A Senior Certificate plus a relevant Bachelor's degree/Advanced Diploma or an equivalent qualification with majors in Auditing/Internal Auditing and Accounting on NQF level 7 as recognised by SAQA. A post graduate qualification will be an added advantage. 3-5 years' managerial experience. Core competencies: The following competencies are applicable and it can be linked to the IIA Global Internal Audit Competency framework. The 2 frameworks are also linked to the Core Competencies as per the DPSA. Public Service Regulatory Framework. Communication and information management. Problem solving and decision making. Team leadership. Budgeting and financial management. Programme and project management. Applied strategic thinking. Problem solving and analysis. Team Leadership. Budgeting and /financial management. Project management. Applied strategic thinking. Continuous improvement. Understanding of the organisations business risks and related internal control activities.

DUTIES

: The successful candidate will be responsible for the following duties: Draft a 3 year strategic and flexible annual audit plan using appropriate risk based methodology, including any risks or control concerns identified by management and submit to the Chief Audit Executive for review. Oversee the implementation of the annual audit plan and regular reporting on progress. Functional and administrative management of staff. Reporting results of the audit activities for the approval of the Chief Audit Executive. Draft policies and procedures to guide the IIA and direct its administrative functions for approval by the Chief Audit Executive. Training and development of audit staff. Draft a quality assurance programme that assures the operation of internal audit activities

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