



Chief Director: Governance and Executive Support (ODG06/2022)

Salary: Remuneration package of R 1 269 951 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

Centre(s): Pretoria

Requirements:

- An undergraduate qualification in Public Management or relevant qualification on NQF level seven (07) within the related field as recognised by SAQA.
- Five (5) years of experience at a senior managerial level within the relevant field.
- Extensive experience in business management and administration procedures.
- Knowledge of strategic coordination and planning.
- Knowledge and understanding of public service administration and departmental procedures.
- Strategic capability and leadership; people management and empowerment.
- Understanding of Hierarchy and management structure of the department.
- Knowledge of policy development and business process management.
- Understanding of change management and financial management.
- Programme and project management skills.
- Ability to lead a multidisciplinary team.
- Knowledge of research methodologies and research presentation.
- Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills.
- Ability to work under pressure and long hours.
- Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

Duties:

- Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the chief directorate.
- Oversee and manage the provision of strategic support to the Office of the Director-General.
- Oversee and manage the provision of executive support and secretarial services for management and intergovernmental meetings.

- Ensure efficient and aligned policy development for subject matters and projects in the department.
- Manage and provide content for executive engagements in the Cabinet processes to ensure efficiency in high-level government decision-making engagements and processes.
- Oversee the provision of strategic and annual performance planning support to the public entities of the department.
- Ensure the submission and compliance of public entities with corporate governance requirements and manage governance projects and related engagements undertaken with public entities.

Enquiries: Mr Gerald Ntshane

Tel: 012 399 8628

For attention: Human Resource Management

Closing date: 11 July 2022.

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - 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 below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.