



Deputy Director: Executive Support (ODG01/2025)

Salary: R849 702 per annum (all-inclusive remuneration package)

Centre(s): Pretoria

Requirements:

Degree/National Diploma (NQF 6) in Public/Business Administration/Management or relevant in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge: Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Treasury Regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint, and Outlook, Excellent communication, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team. Ability to collaborate effectively with stakeholders at various levels. Ability to work under extreme pressure, long/after hours and travel if required. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulative, Multi-tasking, Creativity, Honest and reliable, Good interpersonal relations and professionalism.

Duties:

Manage the Director-General's diary commitments, including alignment to Executive Authority and the events calendar in consultation with relevant stakeholders. Maintain good relations between Ministry offices and all other stakeholders. Arrange meetings/workshops and other high-level engagements. Coordinate logistical and secretariat support for DG's engagements and prepare presentations where required. Coordinate and provide administrative and executive support for DG's domestic and foreign travel arrangements. Management of DG's office/accommodation in Pretoria and Cape Town. Develop and ensure the implementation of support measures for the efficient operation of the Director-General's office. Manage the process of facilitating the performance management and development process for managers reporting directly to the Director-General. Oversee and monitor the reception of the DG including screening of

enquiries (telephonic, physical, electronic, and hard copy). Ensure that Financial, Legal, and administrative requirements and regulations are complied with. Oversee the filing system in the DG's office is in order. Manage the sub-directorate: Executive Support and monitor the expenditure of the Director-General's budget. Ensure data protection and classification of information is adhered to. Assist the DG with private needs within the agreed framework.

Applications: ODG01-2025@dffe.gov.za

Enquiries: Ms P Sekgobela
Tel: 012 399 9882

Attention: Human Resource Management

Closing date: 24 February 2025

-
- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **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.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - 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); 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 requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. 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/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts 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.