

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 appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

FOR ATTENTION : Mr Nosi Molepo

CLOSING DATE : 09 December 2016 @ 16h30

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening. The outcome of this screening will be considered to determine suitability for employment. WHO SHOULD APPLY? Unemployed South African graduates/post graduates, with a tertiary qualification in one of the fields of study mentioned in a specific advert, who has not been previously employed under any internship programme. NOTE: These internships are based in PRETORIA/CAPE TOWN respectively, as indicated. Candidates must be willing and able to find their own accommodation in Pretoria/Cape Town respectively, considering that they will not earn a salary but only a stipend. Each post must be applied for on a separate application. If an application is received where person makes reference to more than one post, only the first reference will be considered.

OTHER POSTS

INTERNSHIP PROGRAMME 2017/2018

SALARY : Note on stipend: The Interns will receive a stipend according to the level of qualification obtained: - National Diploma/Degree/Honours R4 982.51 per month; - Master's Degree R6 159.83 per month; AND - PhD R7 649.60 per month

POST 46/37 : **PRIVATE OFFICE OF THE PRESIDENT: CHIEF DIRECTORATE: COMMUNICATION REF NO: /1**
Period: 01 April 2017 until 31 March 2018

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Degree in Communications.

DUTIES : Provide content and operational support to the advisory support services unit.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/38 : **PRIVATE OFFICE OF THE PRESIDENT: CHIEF DIRECTORATE: SUPPORT SERVICES REF NO: /2**
Period: 01 April 2017 until 31 March 2018

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Degree in Public Administration/Records Management.

DUTIES : Provide general administrative support to the Unit, inter alia, making travel arrangements for Protocol Officials, typing, photocopying, faxing, filing of documents, ordering stationery and tracking expenditure. Recording and filling of correspondence.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/39 : **OFFICE OF THE DEPUTY PRESIDENT: DEPUTY DIRECTOR-GENERAL REF NO: /3**
Period: 01 April 2017 until 31 March 2018

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of Honours in Economics/Development studies

DUTIES : To provide research support on special projects assigned to the Office of The Deputy President. Drafts reports and support the management team with compiling briefing notes and documents.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/40 : **OFFICE OF THE DEPUTY PRESIDENT: ADVISORY SUPPORT SERVICES REF NO: /4**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of Honours in Development Studies/Political Studies

DUTIES : Support the research function of the unit on various projects and programme areas, including on international relations, social policy, economics and development planning.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/41 : **OFFICE OF THE DEPUTY PRESIDENT: COMMUNICATIONS REF NO: /5**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of Degree in Communications/Journalism

DUTIES : Support the communications function of the unit in relation to social media, media monitoring and communications research.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/42 : **CABINET OFFICE: FOSAD SECRETARIAT REF NO: /6**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Administration/Social Sciences

DUTIES : Assist with administrative & logistical arrangements for successful convening & hosting of FOSAD cluster meetings. Provide secretariat services to FOSAD cluster meetings.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/43 : **PROTOCOL AND CEREMONIAL SERVICES: PROTOCOL & CHANCERY OF ORDERS AND SPECIAL SERVICES REF NO: /7**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma in Administration/International Relations

DUTIES : Provide general administrative support to the Unit, inter alia, making travel arrangements for Protocol Officials, typing, photocopying, faxing, filing of documents, ordering stationery and tracking expenditure. Liaise with internal and external stakeholders. Assist in Protocol duties during preparation of major events.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/44 : **EVENTS MANAGEMENT REF NO: /8**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Management/Administration/Public Relations/Events Management/Project Management

DUTIES : Render overall administrative duties and secretariat duties in the unit. Assists in all events and meetings planning assigned to the unit by The Private Office of The President and The Deputy President Office

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/45 : **HOUSEHOLD AND ACCOMODATION: OR TAMBO HOUSE REF NO: /9**
Period: 01 April 2017 until 31 March 2018

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of National Diploma/Degree in Hospitality Studies

DUTIES : Provide effective food & beverage & cleaning services.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/46 : **HOUSEHOLD AND ACCOMODATION REF NO: /10**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of N6/National Diploma/Degree in Electrical/Mechanical Engineering

DUTIES : Maintenance of electrical, mechanical, plumbing and woodwork

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/47 : **INFORMATION TECHNOLOGY 2 POSTS REF NO: /11**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Information Systems/Systems Development/Business Applications/Information Technology

DUTIES : Development & maintenance of IT systems. Business systems analysis. Database administration. Hardware & software support. Helpdesk operations.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/48 : **OFFICE OF THE CHIEF OPERATIONS OFFICER REF NO: /12**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Management/Business Administration

DUTIES : Assisting with provision of secretarial and administrative support.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/49 : **LABOUR RELATIONS, EMPLOYEE HEALTH & WELLNESS: LABOUR RELATIONS REF NO: /13**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Labour Relations/Labour Law/LLB

DUTIES : Provide advice on disciplinary & grievance matters. Minutes & report writing
Capture cases on PERSAL. Provide administrative support during disciplinary proceedings. Filing of Labour Relations records.

ENQUIRIES : Ms. Felicity Mokwele Tel no: (012) 300 5875 and Mr Jimmy Mashavha Tel no: (012) 300 5991

POST 46/50 : **FINANCIAL MANAGEMENT: BUDGETS OFFICE REF NO: /14**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Financial Management Accounting/Cost and Management Accounting

DUTIES : Capture budget on BAS. Prepare in year monitoring reports. Update expenditure on cash flow reports on monthly basis. Assist in compilation of financial statements.

ENQUIRIES : Ms. Felicity Mokwele Tel no: (012) 300 5875 and Mr Jimmy Mashavha Tel no: (012) 300 5991

POST 46/51 : **FINANCIAL MANAGEMENT: FINANCIAL ADMINISTRATION (2 POSTS) REF NO: /15**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Financial Management Accounting/Cost and Management Accounting

DUTIES : Payments & Systems Control. Travel & Subsistence. PERSAL/TAX

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

- POST 46/52** : **FINANCIAL MANAGEMENT: OFFICE OF THE CFO REF NO: /16**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Office Administration/Office Management
- DUTIES** : Manage incoming and outgoing correspondence. Arrange meetings with internal and external stakeholders. Record keeping and filling. Making copies and prepare meeting packs.
- ENQUIRIES** : Ms. Felicity Mokwele Tel no: (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991
- POST 46/53** : **FINANCIAL MANAGEMENT: CONTRACT MANAGEMENT REF NO: /17**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of LLB Degree/Diploma in Supply Chain Management
- DUTIES** : Contract administration. Contract Management. Filing & Record keeping
- ENQUIRIES** : Ms. Felicity Mokwele Tel no: (012) 300 5875 and Mr Jimmy Mashavha Tel no: (012) 300 5991
- POST 46/54** : **FINANCIAL MANAGEMENT: INTERNAL CONTROL 2 POSTS REF NO: /18**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Public Finance & Accounting/ Business Management/ Financial Management/Internal Auditing/ Financial Accounting
- DUTIES** : Maintain & ensure good batch/document control Review compliance of payments with policies Registering of invoices & tracking payments Assist in coordinating internal & external audits. Conducting financial inspection (petty cash inspection and assets verification)
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991
- POST 46/55** : **OFFICE OF THE CHIEF OPERATIONS OFFICER REF NO: /19**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Public Management/Business Administration
- DUTIES** : Development of Strategic Plans, Annual Performance Plans and Operational Plans. Assisting with provision of secretarial and administrative support
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991
- POST 46/56** : **INTERNAL AUDIT REF NO: /20**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Internal Audit
- DUTIES** : Execute approved audit procedures, Compile audit working papers
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991
- POST 46/57** : **INTERNAL SECURITY REF NO: /21**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Safety Management/Environmental Health
- DUTIES** : Implementation of the Occupational Health and Safety
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991
- POST 46/58** : **SPOUSAL SUPPORT SERVICES REF NO: /22**
Period: 01 April 2017 until 31 March 2018
- CENTRE REQUIREMENTS** : Pretoria
: Applicants must be in possession of National Diploma/Degree in Administration

DUTIES : Office administration, Finance & Supply Chain Management. Document Management.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/59 : **LEGAL AND EXECUTIVE SERVICES REF NO: /23**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of LLB Degree

DUTIES : Research, write legal opinion, drafting contracts

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/60 : **RISK MANAGEMENT 2 POSTS REF NO: /24**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree Risk Management/ Administration/ Auditing/Commerce

DUTIES : Coordinate risk management processes. Assist during the risk identification and assessment across the organization. Conduct fraud detection reviews. General administrative duties

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/61 : **CORPORATE SUPPORT SERVICES: PROCUREMENT REF NO: /25**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Cape Town
Applicants must be in possession of National Diploma/ Degree in Supply Chain Management/ Logistics/ Purchasing Management

DUTIES : Facilitate the process to obtain operating equipment for residences. Compile procurement requests. Initiate procurement processes. Obtain quotes.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/62 : **CORPORATE SUPPORT SERVICES: TRANSPORT REF NO: /26**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Cape Town
Applicants must be in possession of National Diploma/ Degree in Transport Management/ Fleet Management

DUTIES : Management of transport bookings. Traffic fines, Accidents. Hired & leased vehicles. Flight & accommodation bookings. General administration

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875 and Mr Jimmy Mashavha (012) 300 5991

POST 46/63 : **CORPORATE SUPPORT SERVICES: INFORMATION TECHNOLOGY: REF NO: /27**
Period: 01 April 2017 until 31 March 2018

CENTRE REQUIREMENTS : Cape Town
Applicants must be in possession of National Diploma/Degree in Information Systems/ Systems Development/ Business Applications/ Information Technology.

DUTIES : Development & maintenance of IT systems. Business systems analysis. Database administration. Hardware & software support. Helpdesk operations.

ENQUIRIES : Ms. Felicity Mokwele Tel no: (012) 300 5875 and Mr Jimmy Mashavha Tel no: (012) 300 5991