



CLOSING DATE: 17 DECEMBER 2024 @ 15H45

APPOINTMENT UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT OFFICER

- Office of the Minister (Ref: HO 2024/11/05)
Salary: R849 702 all-inclusive package

Requirements: An appropriate degree or equivalent qualification at NQF level 7. Three (3) years' experience at Assistant Director/Middle management level. Computer literate. Valid drivers' licence.

Competencies and attributes: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Good verbal and written communication skills.

Responsibilities: Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Liaise with structures such as the Portfolio and Standing Committees on matters that have a bearing on the portfolio of the Minister and brief the department on decisions taken. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Peruse documents such as the minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures that have a bearing on the portfolio of the Minister. Render an efficient and effective parliamentary service. Facilitate timeous and appropriate responses to the parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Manage and oversee the packing, dispatching and unpacking of official documents and equipment in the Pretoria and Cape Town offices. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes applicable to the Minister. Manage human resources, finance and assets. Management of performance information.

Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview.

Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. **Only shortlisted candidates will be required to submit certified copies not older than 6 months**

of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for, stating the correct reference for the position you are interested in.

Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR** hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) **OR** you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo 012 307 2079, Ms TP Ngobeni 012 305 8589 or Ms NS Khumalo 012 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **17 DECEMBER 2024 @ 15h45.**

The Department of Correctional Services reserves the right not to fill these posts.

