

**APPLICATIONS** : [OC05-2026@dffe.gov.za](mailto:OC05-2026@dffe.gov.za)

**POST 11/34** : **ASSISTANT DIRECTOR: IT GOVERNANCE AND PLANNING SUPPORT (REF NO: CMS19/2026)**

**SALARY** : R468 459 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Information Technology or relevant qualification recognized by SAQA. A minimum of 3 years' experience in ICT environment, IT governance, IT risk or relevant field, COBIT/ITIL will be an added advantage. Knowledge of IT corporate governance frameworks, Public Service Regulatory framework, DPSA directives and determinations, Public Finance Management Act and Treasury Regulations, IT practice & procedures, administrative procedures, project management, IT Planning, Strategic Planning Management, Audit processes. Knowledge of people management, change management, financial management, coordination and stakeholder liaison. Good communication skills (verbal and written). Policy development and implementation. Sound research, analytical, organizing, planning, presentation and interpersonal skills. Ability to gather and analyze information. Ability to develop and implement policies. Ability to work individually and in team.

**DUTIES** : Coordinate GITO compliance and reporting. Participate in the implementation of the Corporate Governance of ICT policy. Provide secretarial services to ICT governance structures. Participate in the development and review of ICT related policies. Provide stakeholder engagement support. Coordinate various GITO Reporting queries and facilitate for appropriate response. Draft and consolidate ICT plans. Facilitate the implementation of ICT Plans. Coordinate the development of the annual ICT risk plan/register. Coordinate the implementation of Audit and Risk plans. Participate in the implementation of ICT related DPSA determinations and directives.

**ENQUIRIES APPLICATIONS** : Ms N Chaka, Tel (012) 399 9955  
: [CMS19-2026@dffe.gov.za](mailto:CMS19-2026@dffe.gov.za)

**POST 11/35** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CMS20/2026 (X3 POSTS)**

**SALARY** : R468 459 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconduct and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports.

**DUTIES** : The successful candidate will be responsible to ensure misconduct cases are handled promptly and effectively, Scrutinize investigation reports from investigation officers and determine grounds for misconduct., Conduct supplementary investigation on reports which do not cover all aspects of the allegations to be pursued, Ensure sanctions are implemented and HR informed of outcomes that require Persal implementation, Facilitate the referring of appeals to the appeal authority by providing advice on merits of the case, Ensure the facilitation of grievance procedures, Investigate grievances received and identify findings and recommendations on conclusion, Facilitate the appointment of Investigation officers, Facilitate conciliation and / or mediation meetings, Provide advice and development on labour relations matters, Identify gaps and facilitate information sessions for branches with challenges on employment relationship, Coordinate workshops on ER processes and ensure stakeholders are engaged on course content, Facilitate monthly code of conduct inductions, Reports compliance support, Ensure dispute cases are handled effectively, Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department, Identify and advice on motivations to be done of services procured for dispute cases.

**ENQUIRIES APPLICATION** : Ms I Qaqane, Tel: (012) 399 8850  
: [CMS20-2026@dffe.gov.za](mailto:CMS20-2026@dffe.gov.za)