

OTHER POSTS

POST 11/33 : **CONTROL ENGINEERING TECHNICIAN (TELECOMMUNICATIONS AND ELECTRONICS) GRADE A (REF NO: OC05/2026)**

SALARY : R522 741 per annum (OSD)

CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF6) in Engineering or relevant qualification as recognized by SAQA. Compulsory registration with the ECSA as an Engineering technician, 6 years' post qualification experience required. The incumbent must have knowledge of following; Project management, technical design and analysis research and development, legal compliance, technical report writing, technical consulting, South Africa Ocean research efforts, Knowledge and understanding of electronic maintenance and support. Understanding of science and knowledge of the technical support requirements to conduct rigorous scientific research. Knowledge of departmental policies and procedures. Knowledge of public service and Departmental policy and procedures. The incumbent must have the following skills & competencies; decision making, team leadership, analytical skills, self-management, financial management, customer focus and responsiveness, communication and computer literacy. Skills in Networking, people management, planning and organizing., conflict management, change management, problem solving and analysis. The following personal attributes are required; honesty, ability to work long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team, good interpersonal relations skills, creativity, ability to work under pressure and ability to work with difficult persons and to resolve conflict.

DUTIES : The candidate will be responsible to Monitor and report on the performance of the communication systems and associated peripherals. Monitor and report on the performance of contractors and service providers to ensure adherence to SLA's. Provide and consolidate inputs to the technical and /or engineering work plan. Document procedures, software updates and system configurations. Prepare Maintenance plans for equipment at the SANAP bases in accordance with the schedule of voyages. Updates of existing manuals, standards, drawings & procedures as applicable. Provide mentorship and supervision to the overwintering personal at the SANAP bases. Responsible for installing, repairing, maintaining, troubleshooting, testing and operation of Communication and IT systems; Ensure IT network usability and optimal performance. Ensure that all HF and VHF radios are properly tested and are functional before each voyage. Ensure the serviceability of all the recreational, audio-visual and appliances at the bases. Ensure the serviceability of medical equipment used at the bases. Ensure that the bases are equipped with the required technical tools to perform repairs in the constraints of the environment. Ensure the procurement of Communication, IT, Recreational, Audio-visual and Appliances for the SANAP bases. Compile and submit reports and other submissions as required. Compile and Manage an equipment inventory in accordance with Departmental asset management policies. Provide input to the maintenance budget and the capital budget. Manage and maintain contracts and Service Level Agreements with service providers. Plan and prepare for relief voyages, which include: meetings with all stakeholders, liaise with all orders, keep track with appointments, issuing of permits, etc. Provide support with the HR recruitment process for overwintering personal. Ensure training is provided to over-winterers on the operation of all radio and SAR equipment. Ensure the availability of PIN codes for all voyage participants and the recycling thereof. Liaise with scientific stakeholders regarding the instruments, equipment and website. Participate in annual relief voyages as required. Ensure continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Keep track with various Scientific projects at the research bases, as well as ship-based research; Participate on meetings/workshop/forum to stay abreast with technologies. Evaluate existing network and communication systems and makes recommendations for new resources to expand service levels. Identify, evaluate, and recommend new installations after evaluating the impact on current systems.

ENQUIRIES : Mr W Boshoff, Tel: (021) 493 7379

APPLICATIONS : OC05-2026@dffe.gov.za

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

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Pretoria
: 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

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

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Pretoria
: 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