

## **DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION**

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.*

### **APPLICATIONS:**

Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

**CLOSING DATE:** 1 August 2025 - Applications received after the closing date will not be considered.

### **NOTES:**

Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website –

[www.dirco.gov.za](http://www.dirco.gov.za).

For other relevant information and how to apply, kindly visit the Department's website

([www.dirco.gov.za](http://www.dirco.gov.za)) – Home page under Vacancies.

Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only

Received applications using the incorrect Z83 for employment will not be considered.

All appointments will be subjected to a process of security clearance.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.

Following the interview and 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), using the mandated DPSA SMS competency assessment tools;

All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications;

In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their *Curriculum Vitae* the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered;

A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. 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 link below: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>;

The successful candidate will have to complete a Financial Disclosure form annually;

We thank all applicants for their interest; DIRCO reserves the right not to make appointments;

Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

### **BRANCH: CORPORATE MANAGEMENT**

### **CHIEF DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION**

### **TOTAL SALARY PACKAGE:**

R1 436 022 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

**CENTRE:**

HEAD OFFICE (PRETORIA)

**REQUIREMENTS:**

Applicants must be in possession of an undergraduate NQF level 7 qualification as recognised by SAQA.

At least five (5) years' experience at Senior Management level within the Human Resource Management/ Administration environment.

SMS Pre-entry Certificate Offered by the National School of Government (NSG).

**COMPETENCIES:**

Strategic Leadership and Capability  
Financial Management  
People Management and Empowerment  
Client Orientation and Customer focus  
Change Management  
Knowledge Management  
Problem-solving and Analysis  
Service Delivery Innovation  
Honesty and Integrity  
Strategic Planning  
Policy Analysis and Development  
Good Communication  
Planning and Organising  
Knowledge and understanding of relevant public service legislation  
Knowledge and understanding of COLA  
Understanding of Foreign Service Dispensation  
Knowledge and understanding of Conditions of Service  
Knowledge and understanding of Human Resource Practices  
Knowledge of South Africa's Foreign Policy

**DUTIES:**

Provide strategic leadership in the overall management of the Human Resources Business Unit.  
Participate in the departmental policy formulation and strategy development.  
Manage the provision of human resource management services within the Department.  
Manage and provide Foreign Service Personnel administration services.  
Manage and administer the provision of locally recruited personnel (LRP) services in the Departmental Mission abroad.  
Manage the overall performance of the Chief-Directorate and participate in corporate governance.  
Manage Financial Resources  
Provide Leadership and manage Human Resources  
Manage Planning  
Monitor and Evaluate  
Participate in Corporate Governance  
Support Senior Managers in delivering their goals.  
Partner with line managers and build strategic relations with other State departments on Human Resource Management matters.  
Advise on compliance in the Department with legislative and other good governance practices.  
Provide advice on people management issues.

**ENQUIRIES:**

Mr N Sekalo, tel. (012) 301 8689

**APPLICATIONS:**

Please e-mail your application to [cdhrpa25@dirco.gov.za](mailto:cdhrpa25@dirco.gov.za)

**CHIEF DIRECTORATE: INTERNAL AUDIT**

**CHIEF DIRECTOR: INTERNAL AUDIT**

**TOTAL SALARY PACKAGE:**

R1 436 022 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

**CENTRE:**

HEAD OFFICE (PRETORIA)

**REQUIREMENTS:**

This position, within the Internal Audit Unit of the Department of International Relations and Cooperation has been established for the purposes of managing the Internal Audit function and to ensure that Internal Audit efforts are aligned to the vision, mission and objectives of the Department, thus ensuring value-added internal audit services.

Applicants must be in possession of an appropriate NQF level 7 qualification as recognised by SAQA or equivalent qualification.

At least five (5) years' experience at Senior Managerial level in Auditing or related fields.

SMS Pre-entry Certificate Offered by the National School of Government (NSG).

**COMPETENCIES:**

Strategic Leadership and Capability  
Financial Management  
People Management and Empowerment  
Client Orientation and Customer focus  
Change Management  
Knowledge Management  
Problem-solving and Analysis  
Service Delivery Innovation  
Honesty and Integrity  
Strategic Planning  
Policy Development and Implementation  
Good Communication  
Planning and Organising  
Knowledge and understanding of Legislative Framework governing the Public Service.  
Knowledge of South Africa's domestic and Foreign Policy Objectives and Strategies.  
Knowledge of Internal Auditing and Accounting Principles and Practices and Business Practices.  
Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by Institute of Internal Auditors.  
Knowledge of Public Finance Management Act.  
Knowledge of Treasury Regulations.  
Knowledge of Risk Management standards and procedures and Corporate Governance Prescripts.

**DUTIES:**

Provide strategic leadership and direction to the Internal Audit Component and manage all Internal Audit activities.

Manage and conduct operational, compliance and forensic audits.

Manage and conduct governance, performance and information technology audits.

Oversee the provisioning of technical and secretarial support services to the audit committee.  
Manage the overall performance of the Chief Directorate and participate in corporate governance  
Manage Financial Resources.  
Provide Leadership and manage Human Resources.  
Manage planning.  
Monitor and evaluate.  
Participate in Corporate Governance.  
Adopt appropriate audit approaches and methodologies in accordance with the requirements of the PFMA, the Treasury Regulations and the Standards for the Professional Practice of Internal Auditing  
Effectively manage the Internal Audit function to ensure that conditions and environment exist that are conducive to efficient, effective and economical auditing.  
Ensure the economical, efficient and effective utilisation of internal audit resources.  
Ensure adherence to the Standards for Professional Practice of Internal Auditing.

**ENQUIRIES:**

Ms E Fouché, tel. (012) 351 1033/ Ms V Beshe, tel. (012) 351 1327

**APPLICATIONS:**

Please e-mail your application to [cdia25@dirco.gov.za](mailto:cdia25@dirco.gov.za)

**OFFICE OF THE CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**

**CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**

*This is a re-advertisement and applicants who applied previously must re-apply.*

**OFFICE OF THE CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**

**POST: CHIEF STATE LAW ADVISOR (INTERNATIONAL LAW)**

Total salary package: R1 741 770 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

**CENTRE:**

PRETORIA

**REQUIREMENTS:**

Applicants must be in possession of an LLB qualification.  
Admittance as an Attorney or Advocate.  
At least 5 years of experience at Senior Management level in Private Sector/Public Sector/ Academia.  
At least 10 years appropriate post qualification experience in international law/ litigation, and or advisory.  
SMS Pre-entry Certificate Offered by the National School of Government (NSG).

**COMPETENCIES:**

Strategic Leadership and Capability  
Financial Management  
People Management and Empowerment  
Client Orientation and Customer focus  
Change Management  
Knowledge Management  
Problem-solving and Analysis

#### Service Delivery Innovation

Knowledge and understanding of relevant Public Service wide legislation.

Knowledge of South Africa's Foreign Policy.

Knowledge and understanding of National policies and Prescripts.

Knowledge and insight into South Africa's history.

Understanding of International Trade and Investment.

Knowledge of International and Domestic Law.

Knowledge and understanding of all acts and regulations administered by the Department

Extensive knowledge of international and domestic court procedures

Policy Analysis and Development.

Good communication skills.

#### **DUTIES:**

Provide strategic leadership and direction to the Office of the Chief State Law Advisor.

Provide legal advice on international law to all State Departments in national, provincial, and local sphere of Government and other organs of state:

Formulate and provide legal advice in respect of the African Agenda, AU and SADC Instruments, Protocols, Programmes and Institutions.

Contribute and advise on the formulation, codification and development of international law and in respect of the negotiations of various legal instruments and processes.

Advise on the legal aspects of participation in the global system of governance. • Participate in and advise on inter alia Air Law, Climate Change, Environmental conventions, Law of the Sea, Space law, Science and Technology, Antarctic Treaty, Law of the Sea, Continental Shelf Coordinate and advise on South Africa's input in the work of UNIDROIT and WIPO.

Coordinate and advice on South Africa's input in the work of The Hague Conference on Private International Law.

Participate in and provide for the implementation and strengthening of international courts and tribunals, judicial institutions such as ICC, AU Court of Justice, African Court on Human and Peoples Rights, ICTR, ICTY, PCA, ICJ and arbitral tribunals.

Participate, support coordinate and advise on the relations with organisations such as the ICC.

Provide advice on matters related to immunities and privileges under international law.

Provide legal advice on domestic law to the Department.

Act as custodian of international agreements that South Africa is a party and manage legal library collection.

Manage litigations by and against the Department in South Africa and abroad.

Manage the overall performance of the Chief Directorate and participate in corporate governance:

Manage financial resources

Provide leadership and manage human resources

Manage Planning

Monitor and Evaluate

Participate in corporate governance

#### **ENQUIRIES:**

Ms E Fouché, tel. (012) 351 1033/ Ms V Beshe, tel. (012) 351 1327

#### **APPLICATIONS:**

Please e-mail your application to [csla-re25@dirco.gov.za](mailto:csla-re25@dirco.gov.za)