

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: 28 August 2026 - 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/

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

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

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

DIRCO reserves the right not to make appointments.

We thank all the applicants for their interest.

Correspondence will be limited to shortlisted candidates only.

If you have not been contacted within four (4) months after closing date of this advertisement, please accept that your application was unsuccessful.

The Departmental Employment Equity targets will be taken into consideration during the selection process.

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Branch: Corporate Management

Deputy Director: Human Resources (Recruitment & Selection) (1 Post)

Reference: 0731/02

Salary Package: R932 292 per annum (SL11) *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.*

Centre: Pretoria

Requirements:

Applicants must be in possession of an NQF level 6 Diploma/ Degree in Human Resources Management/ Public Administration/ Public Management or related field as recognised by SAQA.

At least 3-5 years' relevant experience in a junior management level in a Human Resources Management environment.

PERSAL administration certificate will be an added advantage

Competencies:

Knowledge and understanding of relevant public service legislations

Knowledge and understanding of HR prescripts and guidelines

Knowledge and understanding of PFMA

Policy analysis and development

Decision making, problem solving and analytical skills

People management and empowerment

Good interpersonal relations

Planning and organising

Client orientation and customer focus

Sense of responsibility

Communication skills (written, verbal and computer literacy)

Ability to work under pressure

Ability to work as a team and independently

Diplomacy

Duties:

Development, review and implementation of the Recruitment and Selection Policy, Standard Operating Procedures and Internal Controls.

Implement Recruitment and Selection operations

Stakeholder Management, including service providers

Ensure adherence to recruitment systems, reporting and compliance matters.

Procurement management

Manage the Sub-Directorate and provide direction and technical support

Coaching and development of personnel

Enquiries:

Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala 012 351 0514/ Ms N Moyakhe 012 351 1210

Applications:

Please e-mail your application to ddhr26@dirco.gov.za

Branch: Office of the Chief Operations Officer

Deputy Director: Organisational Development (1 x Post)

Reference: 0731/01

Salary Package: R932 292 per annum (SL11) *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.*

Centre: Pretoria

Requirements:

Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Management Services, Operations Management, Industrial Psychology/ related field
At least 3-5 years' junior managerial experience in Organisational Development and Job evaluation

Certificate in Job Evaluation will be an added advantage

Competencies:

Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations, PFMA, etc.

Knowledge of Job Evaluation process and prescripts

Knowledge and development of job descriptions

Knowledge and understanding of guides, principles and directives in the Organisational Development field

Knowledge of National Development Plan and priorities of the Department

Knowledge of the application of Organisational Functionality Assessment (OFA) Tools.

Knowledge of project management, approaches, tools and phases of the project lifecycle

Planning and organising, Knowledge and application of Strategic planning, Client orientation and customer focus; Problem solving and analytical skills, Investigation skills, Interviewing skills; Communication skills (written, verbal and computer literacy); Policy analysis and development, Facilitation skills, Report writing skills, Ability to work under pressure

Ability to work in a team independently, Time management, People management and empowerment; Honesty and integrity, Political and cultural sensitivity and Diplomacy

Duties:

Manage the design and alignment of Organisational structure to the departmental strategy and priorities,

Manage and provide job evaluation support services,

Manage and conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency.

Provide business process engineering and management support services,

Manage the Sub-Directorate and provide technical support

Coaching and People management.

Enquiries:

Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala 012 351 0514/ Ms N Moyakhe 012 351 1210

Applications:

Please e-mail your application to ddod26@dirco.gov.za

Branch: Office of the Chief Operations Officer

Post: Assistant Director: Organisational Development (1 x Post)

Reference: 0731/04

Salary: R487 197 per annum (SL9)

Centre: Pretoria

Requirements:

Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Management Services/Operations Management/Industrial Psychology or related.

At least 3 years' relevant experience at supervisory level in Organisational Development Certificate in Job Evaluation will be an added advantage.

Competencies:

Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations and PFMA, Knowledge of Job Evaluation processes. Knowledge and development of job descriptions. Knowledge of guides, principles and directives in the Organisational Development field. Knowledge of strategic planning application. Knowledge of National Development Plan and priorities of the Department. Knowledge of project management approaches, tools and phases of the project lifecycle. Knowledge of the application of Organisational Functionality Assessment (OFA) Tools.

Diplomacy, Networking, Communication (written, verbal and liaison), Problem solving, Computer literacy, Language proficiency, Client orientation and customer focus, People management, Planning and organising, Time management, Policy analysis and development, Facilitation skills, Report writing skills, Investigation and Interviewing skills. Adaptability, Insight, Conceptualisation, Analytical thinking, Actualisation, Sense of urgency, Initiative, Honesty and Integrity, Ability to work in a team and independently, Ability to work under pressure, Political and cultural sensitivity, Ability to network, Willingness to travel and Assertiveness.

Duties:

Review and develop departmental organisational structure and provide organisational design services

Provide business process re-engineering and management support services.

Provide job evaluation services

Conduct Organisational Functionality Assessment (OFA) in order to ensure organisational effectiveness and efficiency

Coaching and People management

Enquiries:

Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala 012 351 0514/ Ms N Moyakhe 012 351 1210

Applications:

Please e-mail your application to asdod26@dirco.gov.za

Branch: Corporate Management

Post: Assistant Director: Vetting Fieldwork Officer (3 x Posts)

Reference: 0731/08

Salary: R605 742 per annum (SL10)

Centre: Pretoria

Requirements:

Applicants must be in possession of an undergraduate NQF Level 6 Diploma/ Degree in Security Management, Social Sciences/ related fields.

Successful completion of Vetting Course/ Training offered by SSA/ SANDF/ SAPS

A valid Top Secret Security Clearance.

A valid driver's license.

At least 3 -5 years' experience in conducting Top Secret/ Secret vetting investigations.

Competencies:

Knowledge and understanding of legislative framework governing Public Service such as the constitution of the republic of South Africa, Public Service Act, Public Service regulations, PFMA, etc.

Knowledge and understanding of Domestic and Foreign Policy

Knowledge and understanding of Minimum Information Security Standards (MISS)

Knowledge and understanding of the Vetting Policy Guidelines and Procedures

Knowledge and understanding of the Vetting Prescripts

Planning and organising

Client orientation and customer focus, Good interpersonal relations

Problem solving and analytical skills

Communication skills (written, verbal and computer literacy)

Investigation skills, Interviewing skills, and ability to draft and prepare quality vetting reports.

Ability to work under pressure, Ability to work in a team and independently

Ability to put plans into action/ actualisation.

Sense of urgency, Honesty and Integrity.

Political and cultural sensitivity

Willingness to travel extensively

Diplomacy

Duties:

Conduct vetting fieldwork investigations

Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations

Provide effective communication channels and systems between the Department and the SSA and other related agencies

Administer files and partake in task teams dealing with matters related to vetting projects/ processes

Enquiries:

Ms V Beshe, Tel: (012) 351 1327/ Ms W Matlala 012 351 0514/ Ms N Moyakhe 012 351 1210

Applications:

Please e-mail your application to vfo26@dirco.gov.za