

Petroleum Agency SA

Petroleum Agency SA ("PASA") a subsidiary of CEF SOC Limited, is responsible for promoting and regulating the exploration and production of oil and gas (petroleum) resources within the Republic of South Africa, both on-shore and off-shore, on behalf of the Government in terms of the Mineral and Petroleum Resources Development Act (MPRDA). The PASA offices are based in Cape Town.

CHIEF FINANCIAL OFFICER (CFO) Five (5) year fixed term contract

CHIEF OPERATIONS OFFICER (COO) Five (5) year fixed term contract

The CFO has three direct reports, is a member of the Executive Committee (EXCO) and reports to the Chief Executive Officer (CEO).

JOB PURPOSE

The CFO leads, directs and takes accountability for the financial operations of PASA which includes Accounting, Finance, Supply Chain Management and Risk functions.

As a member of the Executive Committee the CFO participates in the development of the strategic plan and annual corporate plan of PASA. The CFO is responsible for developing and overseeing the strategic initiatives for achieving the financial sustainability strategic objective of the Company.

KEY PERFORMANCE AREAS (KPA's)

The KPA's for the role are, amongst others, the following:

- Lead and direct the development of the budgets for the Annual Corporate Plans and Shareholders Compact. Apprise the Management, Board and Board sub-committees on the financial position and status of the organisation.
- Accountable for the timeous MTEF (Medium Term Expenditure Framework) allocation submission and engagement with DMPR and National Treasury to ensure that the MTEF allocation is received.
- Lead and direct the financial reporting to ensure compliance with legislation and IFRS (International Financial Reporting Standards) and provide accurate, timeous and compliant financial reporting/ information to Management, the Board, Board Audit & Risk Committee, Shareholder (CEF/ DMPR) and the Auditor General.
- Promote a robust internal audit control environment to safeguard assets and ensure accuracy of financial records.
- Coordinate the external and internal audit plan, oversee audits and timeously implement corrective actions as per the Management Action Plan.
- Lead and direct the development and implementation of up to date and relevant systems, digitised business processes, standard operating procedures and technology to ensure financial reporting tools are aligned with business needs and meet best practice standards.
- Lead and direct the establishment, evaluation and monitoring of business cash flow and working capital requirements to ensure sustainability through securing adequate funds via the MTEF and developing alternative revenue generation strategies.
- Manage the Risk and Insurance portfolios of the company, identifying and assessing business risks and putting mitigating controls, policies and procedures in place to ensure assets are safeguarded and financial and commercial risks are understood, minimised and well managed, with no unidentified and uninsured risks.
- Participate as a key member in cross functional project teams and support the analysis of new proposals.
- Lead and direct the Supply Chain Management portfolio to ensure legislative compliance to policies and procedures, PFMA, BBBEE and Treasury Regulations and that business needs are met regarding value for money, quality and BBBEE requirements and deadlines are met, without irregular or fruitless and wasteful expenditure.
- Manage, coach and support direct reports and monitor the development of the Finance and Supply Chain Management teams.
- Lead and direct the development and execution of Policies and Procedures aligned to the changing legislative landscape and environment to ensure compliance to legislation with clean / unqualified audits and no legal action.
- Manage the maintenance of Financial Records and Assets and comply with statutory, tax and shareholder requirements to ensure accurate financial records and that PASA does not incur irregular nor fruitless and wasteful expenditure.

QUALIFICATIONS / EXPERIENCE

The following requirements are essential:

Qualifications: Bachelor's Degree in Accounting/ Financial Management AND a Post-Graduate Degree in Accounting / Financial Management / Business Administration or Management. Registration as a Chartered Accountant will be an added advantage.

Experience: 15 years in Financial Management of which five years were spent in an Executive Management position. Knowledge of the mining, upstream oil and gas industry and/or the energy sector will be advantageous.

Technical Requirements: Knowledge and/or experience working with the following Software will be advantageous: CaseWare, SAGE, IDU, Norming (Assets), BPM / VRM.

Expert Knowledge / Experience: IFRS, Companies Act, PFMA, King IV, Income Tax Act and VAT Act, Strategy and Risk Development and implementation, Budget preparation and Management Reporting, Annual Financial Statements and Audit, Risk and Supply Chain Management.

Core Competencies Required: Strategic Thinking & Decision Making, Problem Solving, Analytical Ability, Detail Orientation, Monitoring and Evaluation, Innovation, Initiative, Ethical Leadership.

If you meet the above requirements email your application with a Covering Letter and detailed Curriculum Vitae with three contactable referees to: pasacfo@hslabour1.co.za

The COO has five direct reports, is a member of the Executive Committee (EXCO) and reports to the Chief Executive Officer (CEO).

JOB PURPOSE

The COO leads, directs, and takes accountability for developing and overseeing the strategic operational initiatives of the organisation, which includes the management of petroleum resources, exploration opportunities, data acquisition, licensing, and compliance to ensure the achievement of strategic objectives and the continued operational viability and sustainability of the organisation.

KEY PERFORMANCE AREAS (KPA's)

The KPA's for the role are, amongst others, the following:

- Contribute to the development and execution of the business strategy and translate strategic goals into actionable operational plans.
- Manage the divisional budget, and drive organizational performance through effective resource management, risk mitigation, and individual performance management.
- Lead and oversee day-to-day operations to ensure efficiency, compliance, and alignment with strategic objectives.
- Lead, implement and monitor operational policies, systems, and processes that support all aspects of technical and environmental compliance monitoring of upstream oil and gas exploration and production activities.
- Oversee all regulatory compliance monitoring for all aspects of exploration and production health and safety.
- Develop and implement a strategy for managing all aspects of petroleum resource evaluation, promotion, monitoring of and adding value to all exploration areas of South Africa.
- Lead the promotion of investment to the South Africa's upstream oil and gas industry.
- Lead the determination and reporting of the country's oil and gas reserves and resources.
- Ensure adherence to national legislation, regulatory frameworks, and governance standards.
- Build and maintain strong stakeholder relationships with government, industry players, and international partners.
- Oversee strategic projects from the Department of Mineral Resources and Energy and/or Central Energy Fund e.g. Shale Gas Research Project, Extended Continental Shelf Claim Project.
- Develop policies and procedures to strengthen governance and fulfilment of Agency mandate.

QUALIFICATIONS / EXPERIENCE

The following requirements are essential:

Qualifications: A degree in Geology / Geophysics / Geochemistry / Earth Sciences or Petroleum Engineering. A post graduate degree in Geology / Geophysics / Geochemistry / Earth Sciences / Petroleum Engineering is preferable. A Master in Business Administration (MBA) in addition to the essential qualifications will be advantageous.

Experience: 12 years' experience in an oil and gas exploration and production environment is essential. 15 years including at least 5 years' experience managing a multi-disciplinary team at senior or executive management level in an oil and/or gas exploration and production environment will be advantageous.

Technical/ Expert knowledge: In depth knowledge of the MPRDA, UPRDA, NEMA and applicable regulations. Knowledge of PFMA. Knowledge of upstream oil and gas industry.

Competencies Required: Strategic Thinking & Decision Making, Problem Solving, Analytical Ability, Detail Orientation, Monitoring and Evaluation, Innovation, Initiative, Ethical Leadership.

If you meet the above requirements email your application with a Covering Letter and detailed Curriculum Vitae with three contactable referees to: pasacoo@hslabour1.co.za

Preference will be given to candidates from designated groups in terms of national labour legislation.

Only shortlisted candidates will be contacted for interviews.

If you do not hear from us within 4 weeks of the closing date, please consider your application unsuccessful.

PASA reserves the right not to make an appointment.

The deadline for applications is **Friday, 20 March 2026 at 16h30**, and late applications will not be considered.

