

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

: Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,
 District Ekurhuleni South [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal, Alberton. Postal Address: Private Bag X8001, ALBERTON 1450. Enquiries: Xolani Kheswa TEL: (011) 389-6034
 Gauteng East [GE]: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716
 District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (012) 846-3635
 District Gauteng West [GW]: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581
 District JOHANNESBURG CENTRAL [JC]: Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Rendani Nemukula: TEL: (011) 983-2231
 District Johannesburg East [JE]: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109,
 District JOHANNESBURG NORTH [JN]: Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378
 District Johannesburg South [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
 District JOHANNESBURG WEST [JW]: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: TEL: (011) 831-5433
 District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nntombi Moyo: TEL: (016) 440-1861
 District SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207,
 District TSWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Priscilla Ravele TEL: (012) 543 1044
 District Tshwane South [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,
 District TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451
 Head Office [HO] Physical Address: 111 Commissioner street, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert

CLOSING DATE
NOTE

: 10 February 2017
 : Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s an ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

- POST 04/50** : **ASSISTANT DIRECTOR REF NO: HO2017/01/01**
Directorate: Strategic Benchmarking
- SALARY** : R311 784 per annum plus benefits
CENTRE : GCRA Offices
REQUIREMENTS : An appropriate, recognized 3 year Tertiary qualification in Information Management /Business studies plus 3 years of relevant experience in analysing overall organizational performance and planning. Further experiences in supporting strategic planning processes; research and knowledge management and statistical processing experiences that support reports. Good interpersonal and organisational skills. Good communications skills (written and verbal). Advanced computer literacy (packages i.e. Microsoft Excel, Power-point, MS Word, Group wise internet etc.). Good research and analytical skills. Ability to adapt with teams and work independently. Willingness to occasionally work after hours when needed is a requirement.
- DUTIES** : Respond to organizational performance priorities within the assessment/evaluation framework for the business units within the department; Monitor and evaluate units performance; Develop, implement and manage the design of organisational performance reporting systems and databases; support units evaluation on issues of Departmental importance that cut across programmes; In-depth business unit's performance assessment based on its quarterly /annual plan or strategic plan and drafts report thereon; Liaise with stakeholders regarding performance assessment matters; Conduct the overall performance of the GCRA directorates based on the departmental strategic, business and operational plan and draft report thereon; Support the strategic planning sessions for the department and prepare report on directorates performance
- ENQUIRIES** : Dr Anthony Naidoo, Tel no: 011 556 9036
- POST 04/51** : **ASSISTANT DIRECTOR: EXAMINATIONS REF NO:TS2017/01/02**
Sub Directorate: Curriculum Management and Delivery
- SALARY** : R311 784 per annum (Plus Benefits)
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate, recognized 3 year Tertiary qualification in Administration or relevant qualification plus between 3 and 5 years' experience in the execution of Examinations administration at District or higher levels. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
- DUTIES** : Registration of all new examination centres including Independent schools. Planning for all examinations: Draw submissions for overtime and airtime purchasing; Drawing up the management plan for the administration of every examination; Allocate resources for the administration of exams: human (PS officials), physical (cars etc) and financial (overtime, airtime). Identify and confirm nodal points. Appointment of all the Invigilators from AET centres on the persal system. Ensure that all the AET Invigilators are paid for the duties performed during exams. Managing the certification processes: Combination of results, duplicate certificates etc Collect certificates from Head Office and distribute them to the examination centres. Release of results: Preparation for the release of results (venue and time). Distribution of results to all the examination centres; Attend to queries pertaining to unresulted candidates. Registration of all candidates for Grade 12 and AET Level 4 Exams: Activation of all examination centres on the system. Ensure that all candidates are accurately registered on the system. Ensure that all Immigrants are cleared on the system. Liaise with the Transport Section with regards to the allocation of cars to all officials during Exams. Ensure that the officials within the unit comply with the Transport Policy.
- ENQUIRIES** : Ms Margie Van der Walt Tel: 012 401 6363.

POST 04/52 : **ASSISTANT DIRECTOR: HR POLICY AND PLANNING REF NO: HO2017/01/03**
Directorate: Organisation Development

SALARY : R311 784 per annum plus benefits
CENTRE : Head Office

REQUIREMENTS : An appropriate tertiary qualification in Organisational Development/ Human Resource Management or related field. 3-5 years' experience in Human Resource Planning, Policy and Organisation Development environment. Policy development and analysis. Sound knowledge of the various legislative and regulatory frameworks governing human resource practices in general and HR Planning in the Public Service in particular. Sound written and oral communication skills. Good computer literacy (MS Word, MS Excel and MS Powerpoint), planning, problem solving, analytical, leadership, organizational, interpersonal, change and conflict management skills. Ability to work in a highly pressured environment and driven by a sense of excellence and urgency. Ability to work under pressure. A valid driver's license.

DUTIES : Co-ordinate the human resource policy development within GDE. Determine future Human Resource requirements to deliver on strategic objectives of the Department. Participate in the adjustment of the HR Plan in line with the new mandate and departmental programmes. Prepare the Annual Human Resource Plan Implementation Report in line with DPSA requirements and submit to relevant Departments. Comply with MPAT related requirements to Human Resource Planning and Organisation Development. Participate in the strategic and other planning processes in the Department. Conduct analysis on Employee Exit to determine trends and recommend improved strategies. Ensure effective and efficient utilisation of resources within the component. Collate information from HR Effectiveness Assessment panel, relevant components and compile a report for submission to the office of the Premier.

ENQUIRIES : Ms. M Mosala Tel no: 011 355 0987

POST 04/53 : **ASSISTANT DIRECTOR: PROVISIONING FOR INSTITUTION 2 POSTS**
Sub Directorate: Finance and administration
Unit: Provisioning for Institution

SALARY : R311 784 per annum plus benefits
CENTRE : Gauteng East REF NO: GE2017/01/04, Tshwane South REF NO: TS2017/01/ 05

REQUIREMENTS : An appropriate recognized 3-year Tertiary Qualification in Finance or equivalent Qualification in B Comm., Accounting, Public Administration, Financial Administration plus at least 3-5 years relevant working experience. Applicant must be on supervisory level. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license

DUTIES : Monitoring of financial controls and systems in institutions. Ensure the implementation of policies and procedures regarding Financial Management in all schools. Liaise with schools regarding budget spending in terms of Section 21 function. Ensure the implementation of policies and procedures regarding asset control of Institutions. Ordering, collection and distribution of assets. Transfers of furniture amongst schools. Managing of assets in case of merging and closed schools. Monitoring of municipal accounts for all schools. Meet with the Municipality/Eskom with regard to challenges experienced in schools accounts. Monitor payment of services made by schools and provide reports to Deputy Director and Director. Ensure invoices from municipalities for Partial-Section 21 schools are paid on monthly basis. Monitoring schools expenditure. Ensure financial inspection is done at schools to ensure compliance to Financial and Supply Chain regulations. Monitoring of overdraft, loan, and Investment and school fee compensations applications. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments. Ensure compliance in term of school fee compensation applications. Ensure compliance in terms submission of

		Annual Financial Statement as per South African School Act. To ensure registration of institutions on SAP regarding financial matters. Ensure compliance in terms of banking details as required by the Auditor. Provide support in providing the required documentation to the auditors. Ensure procurement for goods and services for new and partial section 21. Ensure compliance in terms PMDS and leave administration
<u>ENQUIRIES</u>	:	Mr Mpho Leotlela, Tel no: (011) 736 0717 (GE), Ms M van der Walt, Tel No: 012 401 6363
<u>POST 04/54</u>	:	<u>ASSISTANT DIRECTOR - OFFICE SERVICE POOL REF NO: JW2017/01/06</u> Sub-Directorate: Finance and Administration
<u>SALARY</u>	:	R311 784 per annum plus benefits
<u>CENTRE</u>	:	Johannesburg West District
<u>REQUIREMENTS</u>	:	A recognized three year tertiary qualification in Financial Administration/Public Management and a minimum of three years at supervisory level plus 3 to 5 years' experience. Treasury Regulations, PFMA, PPPFA and Assets Policy. Building and office administration. Fleet management. Data capturing. Filing systems. Procurement directives (Supply chain management manual). Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information on requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. Valid driver's license
<u>DUTIES</u>	:	Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.
<u>ENQUIRIES</u>	:	Mr. Lizwe Jafta, Tel no: (011) 831 5433
<u>POST 04/55</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HO2017/01/07</u> Directorate: School Safety Support and Security Services
<u>SALARY</u>	:	R311 784 per annum (Plus Benefits)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	A Degree / Diploma in Security Management / Security studies / Policing / Criminal justice / Forensic Investigations/ Criminology or related studies. Registration with PSIRA grade B or A is a prerequisite. Members who are exempted to register in terms of the Constitution or PSIRA Act must register within 30 days of the appointment. Driver's license is a must. No criminal convictions. At least 5 years Security, Police or related experience. Knowledge of constitution, Criminal procedure Act, Criminal Law, PFMA, MISS, MPSS, PSIRA, OHS Act, court and disciplinary procedures. Skills: Investigations, Report writing, Presentation, communication, interpersonal, Problem solving, Decision making, computer.
<u>DUTIES</u>	:	Conduct threat risk assessments, security audits. Conducts security awareness's Conducts security investigations: Take statements: interview witnesses and suspects: Give evidence at courts and disciplinary hearings. Monitor, evaluate and ensure that Standard Operating Procedure and security policy are adhered by employees and private security companies. Conduct security inspections at all GDE buildings and institutions, ensure compliance by Private security companies to Service Level Agreement terms and conditions. Monitor security equipment's at all GDE buildings. Manage access to all offices and access control systems for GDE occupied buildings and institutions. Conduct security infrastructure assessments on the new buildings and new rental buildings for the Department. Monitor and coordinate examination security. Ensure compliance to city JOC. Make applications for events and presentations at JOC. Organize CPF / Marshals for events. Coordinate and ensure the protection of the executives during and after hours. Liaise with SAPS, SSA and other law enforcement agencies. Assist in coordinating OHS.
<u>ENQUIRIES</u>	:	Mr. Laurence Mampa, Tel no: (011) 355 0055
<u>POST 04/56</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) 2 POSTS REF NO: HO2017/01/08</u> Directorate: Education Planning Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum plus benefits
	:	Head Office
	:	National Diploma and/Bachelor Degree in IT. MS ACCESS and/or MS SQL Server would be advantageous. Three to five years' experience in using data/, datasets/databases. Key skills: Good communication skills, ability to work with numbers. Analytical mind which is able to process information logically. Knowledge of database architecture and design. Knowledge of current technology developments and future trends. Knowledge of government process. Ability to run and operate database systems. Knowledge in one of the statistical packages would be advantageous. Knowledge of SA-SAMS would be an advantage. Advanced computer literacy (especially word processing, spreadsheets (Excel) and databases (Access)). Knowledge of technical aspects of computing, including networking, programming, operating systems and hardware. Good written and verbal communication as well as being a team-player. Candidate must be willing to work irregular hours and travel extensively. Ability to adhere to strict deadlines. Valid driver's license.
<u>DUTIES</u>	:	Provide technical support; implement server and storage infrastructure. Capacity planning and management of the existing system. Develop systems of institutional data warehousing, data mining and data solutions. Perform quality assurance of data from SA-SAMS at all levels. Ensure that datasets submitted through the SA-SAMS are effectively uploaded onto the GDE's data warehouse. Collate data, quality assure data and information received. Perform online Masterlist updates on the LURITS system. Retrieve record and distribute LURITS feedback files to districts/schools. Maintain SA-SAMS Software, e.g., perform regular updates. Perform basic hardware maintenance. Manage and generate analysis for different users in the Department.
<u>ENQUIRIES</u>	:	Ms Zoleka Khumalo, Tel No: (011) 843 6502
<u>POST 04/57</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: HO2017/01/09</u> Directorate: School Financial Management & Governance
<u>SALARY</u>	:	R262 272 annum plus benefit

<u>CENTRE REQUIREMENTS</u>	: Head Office : An appropriate recognized 3-year Tertiary Qualification in finance or equivalent Qualification in National Diploma, Accounting, Public Administration, Financial Administration plus at least 3-5 years relevant working experience in finance. Working knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Computer Literacy (Ms Word, Excel, Access, PowerPoint and Publishers, BAS, SAP). Inter-personal relations. Verbal and Non-verbal communication. Team work. Ability work under pressure. Organizing. Planning. Problem solving. Research. Analytical. Time management. Financial management. Communicate with Co-workers, District officials, Schools and other Directorates within the department.
<u>DUTIES</u>	: Payment for all Section 20 schools Municipality Accounts in Gauteng. Prepare payment to Municipalities for all section 20 Schools. Follow up on all payments made to municipalities in the cluster, Request ageing analysis from different municipalities in the cluster. Quantity: All section 20 schools in Gauteng. Duration: Monthly. Cost: As per unit budget. Monitoring of municipal payments for section 21 schools. Request Monthly reconciliation from Districts for section 21 schools Municipal Payments, Assist Schools who cannot adhere to their Municipal obligation. Quantity: All section 21 schools in Gauteng. Duration: Monthly. Cost: As per Unit Budget. Audited Financial Statements for Public Ordinary and LSEN Schools. Collate Audited Financial Statements from Schools, Analysed Audited Financial Statements for the Departments Public Ordinary and LSEN School, Ranked Audit outcomes of the Audited Financial Statements per School. Quantity: All POS and LSEN schools in Gauteng. Ensure compliance in terms of school fee exemption policy. Time: August. Cost: As per Unit budget. Attend to municipal queries. Attend and resolve all the municipal queries. Quantity: All Municipal departments and district offices. Duration: Daily/Weekly/ Monthly. Cost as per unit budget.
<u>ENQUIRIES</u>	: Ms. Kgomotso Mpadiang Tel No: 011 355 1527
<u>POST 04/58</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: HO2017/01/10</u> Chief Directorate: Tshwane Region
<u>SALARY CENTRE REQUIREMENTS</u>	: R262 272 per annum plus benefits : Head Office, Johannesburg : An appropriate recognised three year tertiary qualification in Finance plus 3-5 years relevant experience. Knowledge of Basic Accounting System (BAS). Public Finance Management Act. Treasury Regulations. Generally Accepted Accounting Practice. Government budget process. Departmental grievance procedures. Reporting Procedures. Administration procedures relating to specific working environment including norms and standards. Skills in Computer Literate: Computer literacy (Office, SAP, BAS, Vulindlela). Ability to meet deadlines. Report writing. Good verbal and written communication skills. Analytical and problem solving skills. Ability to work as a team and under pressure. Problem solving skills.
<u>DUTIES</u>	: Costing the Operational Plans of the Chief Directorate/Directorate. Ensure that the operational plans and budgets split that balance to the line allocation are prepared and submitted to the relevant office. Capture budget breakdown on the basic accounting system (BAS) per programme and economic classification. File signed budget copies. Expenditure Analysis, Matlotlo Report and Clearing of Misallocations. Monthly analysis of expenditure including compilation of Matlotlo reports. Rectify errors detected by the analysis exercise. Ensure that journals are parked and misallocations are cleared. Compile reports on wasteful and fruitless expenditure, consumable stock on hand, payroll certificate report. Monitor Compliance with Relevant Legislation. Proper procedures are followed in terms of PFMA and treasury regulations. Ensure that managers authorize documents according to their financial delegations. Procurement of Goods and Services. Prepare the requisition forms for goods and services to be procured. Prepare the RLS02 when goods/services are received for payment. Check the status of payments and ascertain that service providers are paid. Prepare travel and subsistence claims and follows up on payments. Submit monthly and year end accruals and commitments.
<u>ENQUIRIES</u>	: Mr. Mzwandile Mthembu Tel no. 011 355 0696

- POST 04/59** : **SENIOR PROVISIONING ADMIN OFFICER 2 POSTS**
Sub-directorate: Finance and Administration
Unit: Provisioning for Institution
- SALARY** : R262 272 annum plus benefits
CENTRE : Johannesburg West REF NO: JW2017/01/11, Sedibeng East REF NO: SE2017/01/14
- REQUIREMENTS** : An appropriate, recognized Tertiary qualification Degree / Diploma in Finance -plus 3 years' in relevant experience. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. A driver's license will be added advantage
- DUTIES** : Monitoring Of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring Of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. 4 Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filing, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports
- ENQUIRIES** : Mr. Lizwe Jafta Tel no: 011 831 5433(JW); Ms. Nntombi Moyo, Tel No: (011) 440 1748, (SE)
- POST 04/60** : **SENIOR ADMIN OFFICER REF NO: HO2017/01/12**
Chief Directorate: School Management
- SALARY** : R262 272 per annum (Plus benefits)
CENTRE : Head Office, Johannesburg
- REQUIREMENTS** : A senior certificate Grade 12, as well as a Diploma / Certificate equivalent to NQF 6, preferably in Office Administration plus 3 to 5 years' experience in an office environment. Knowledge and understanding of effective administration and

document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in Ms Excel, MS Word MS Access and Ms Office. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES : To assist with facilitation of key administrative functions within the Chief Directorate: School Management. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the Chief Director: School Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Assist to monitor the expenditure usage in the office of the Chief Director: School Management in line with the procurement plans and the approved budget. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES : Ms Head Office – Elize Froneman Tel no: 011 355 1516

POST 04/61 : **SENIOR PERSONNEL PRACTITIONER (EAP/HIV) REF NO: SE2017/01/13**
Sub-Directorate: Transversal Human Resource Services
Unit: Performance Management & Development

SALARY CENTRE REQUIREMENTS : R262 272 per annum plus benefits
: Sedibeng East District
: An appropriate recognized three year tertiary qualification in Social Work / Psychology or relevant qualification and/or Grade 12 with 3 to 5 years' relevant experience in EAP/HIV environment. Knowledge of National Skills Development Act, National Skills Development Strategy, Policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. Driver's license will be an added advantage.

DUTIES : Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.

ENQUIRIES : Ms. Nntombi Moyo, Tel no: (011) 440 1748, (SE)

POST 04/62 : **SENIOR ADMIN OFFICER: TRANSPORT 2 POSTS**
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Plus Benefits)
: Gauteng North REF NO: GN2017/01/15 Tshwane North REF NO: TN2017/01/16
: An appropriate recognized three (3) years Tertiary qualification in Transport plus 3-5 years' relevant experience and/ or Grade 12/ or equivalent qualification plus 10 years' relevant experience. Knowledge of Transport policies (Subsidised and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good managerial and Supervisory skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms. Word and Excel. Candidate must be in possession of a driver's license (Manual). Key competencies: Training in electronic Log System, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic

		scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.
<u>DUTIES</u>	:	Provide administration support of the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsidized vehicles. Monitor effective utilization of both G- Fleet and Subsidized vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed.
<u>ENQUIRIES</u>	:	Mr. Alfred Phaswana, Tel no: 012 846 3754(GN); Mr. Ephraim Magakoa Tel 012 543 1044(TN).
<u>POST 04/63</u>	:	<u>CHIEF PERSONNEL OFFICER: HRP REF NO: GW2017/01/17</u> Sub-Directorate: Transversal Human Resource Services Unit: Human Resource Provisioning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum plus benefits
	:	Gauteng West District
	:	An appropriate recognized three year tertiary qualification Human Resource and/or Grade 12 or equivalent qualification with more than 10 years human resources administration experience. 3 to 5 years' experience in the HR working environment. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Time Management. Good inter-personal relations skills and supervisory skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Driver's license will serve as an advantage
<u>DUTIES</u>	:	Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83.Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.
<u>ENQUIRIES</u>	:	Ms. Louisa Dhlamini (GW): Tel No. 011 666 4581,
<u>POST 04/64</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: SE2017/01/19</u> Sub-Directorate: Transversal Human Resource Services Unit: Conditions of Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum plus benefits
	:	Sedibeng East District
	:	An appropriate recognized three year tertiary Human Resource and/or Grade 12 or equivalent qualification with more than 10 years human resources administration experience. 3 to 5 years' experience in the HR working environment. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and

written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process.

DUTIES : Render an effective HR advisory service to management and employees in the department .Ensure compliance with applicable legislation. Manage conditions of services. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Transfers; Resettlement; Debt Recovery; Promotions; Termination of Services, Housing, etc. Maintain and update database regarding Conditions of Services.

ENQUIRIES : Ms. Nntombi Moyo, Tel No: (011) 440 1748

POST 04/65 : **CHIEF ADMIN CLERK: AUXILIARY SERVICES 3 POSTS**
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY CENTRE : R211 194 per annum (Plus Benefits)
: Ekurhuleni South REF NO: ES2017/01/20; Gauteng North REF NO: GN2017/01/21; Tshwane North REF NO: TN2017/01/22

REQUIREMENTS : Grade 12 or equivalent qualifications with 2-3 years relevant experience and a Tertiary qualification will be an added advantage. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures and asset management. Communication skills (verbal & written). Computer Literacy (MS Word, Excel, Access, PowerPoint BAS, SAP). Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver's license.

DUTIES : Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.

ENQUIRIES : Mr. Xolani Kheswa (ES): Tel no. 011 389 6034, Mr. LA Phaswana (GN): Tel No. 012 846 3754, Mr. Ephraim Magakoa (TN): Tel No. 012 543 1044

POST 04/66 : **PRINCIPAL PERSONNEL OFFICER-CONDITIONS OF SERVICE REF NO: EN2017/01/23**
Sub Directorate: Transversal Human Resource Services

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Plus Benefits)
: Ekurhuleni North District
: Grade 12 certificate or equivalent qualification with 2-3 years relevant experience in a Human Resources environment. A relevant tertiary qualification will be added as an advantage. Experience should include experience of conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver's license will be added as an advantage.

DUTIES : Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

ENQUIRIES : Ms. Emily Mochela, Tel no: 011 746 8190

- POST 04/67** : **CHIEF REGISTRY CLERKS 2 POSTS**
Sub Directorate: Transversal Human Resources Services
- SALARY** : R211 194 per annum (Plus Benefits)
CENTRE : Gauteng North REF NO: GN2017/01/24; Gauteng West REF NO: GW2017/01/25
REQUIREMENTS : Grade 12 certificate or equivalent qualification with 2-3 years relevant experience in a Human Resource Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.
- DUTIES** : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
- ENQUIRIES** : Mr. LA Phaswana (GN): Tel no.012 846 3754, Ms. Louisa Dhlamini (GW): Tel No. 011 666 4581
- POST 04/68** : **SENIOR LIBRARIAN 2 POSTS**
Sub-Directorate: Curriculum Management & Delivery
Unit: Learning and Teaching Support Material
- SALARY** : R211 194 per annum plus benefits
CENTRE : Ekurhuleni South REF NO: ES2017/01/26, Gauteng East REF NO: GE2017/01/27
REQUIREMENTS : A Bachelor's degree or diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage.
- DUTIES** : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.
- ENQUIRIES** : Mr. Xolani Kheswa (ES), Tel No: (011) 389 6034; Mr. Mpho Leotlela (GE), Tel No. (011) 736 0717
- POST 04/69** : **CHIEF PROVISIONING ADMIN CLERK REF NO: TN2017/01/28**
Sub Directorate: Finance & Administration
Unit: Provisioning and Administration
- SALARY** : R211 194 per annum plus benefits
CENTRE : Tshwane North
REQUIREMENTS : Grade 12 or equivalent qualifications with 2-3 years relevant experience and a Tertiary qualification will be an added advantage. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic

research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. A driver's license will be added advantage

DUTIES : Monitoring Of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring Of Overdraft, Loan, Investment And School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS And Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filing, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports

ENQUIRIES : Mr. Ephraim Magakoa Tel no: 012 543 1044.

POST 04/70 : **PERSONAL ASSISTANT REF NO: HO2017/01/29**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R211 194 per annum plus benefits
Head Office, Johannesburg
Grade 12 or equivalent NQF 4 certificate with 2-3 years relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Powerpoint, MS Word, Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors and document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

ENQUIRIES : Mr. Mpho Mohloai, Tel no: 011 843 6610

POST 04/71 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE: REF NO: JN2017/01/30**
Sub Directorate: Transversal Human Resource Services

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Plus Benefits)
: Johannesburg North
: Grade 12 certificate or equivalent qualification with 2-3 years relevant experience in a Human Resources environment. A relevant tertiary qualification will be added as an advantage. Experience should include experience of conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver's license is an added advantage.

DUTIES : Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

ENQUIRIES : Ms. Nelisiwe Mashazi, Tel no: (011) 694 9378(JN)

POST 04/72 : **PERSONNEL PRACTITIONER: STAFF MOVEMENT REF NO: HO2017/01/31**
Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Plus Benefits)
: Head Office
: Grade 12 certificate or equivalent qualification with 2-3 years relevant experience in a Human Resources environment. A relevant tertiary qualification will be added as an advantage. Experience in word processing, spreadsheet, ACCESS and presentation software packages. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable prescripts, resolutions and white papers. National and provincial policy frameworks. Computer literacy. Good verbal and written communication skills. Strong leadership skills and qualities. Project management and Project leader skills. Good interpersonal relations skills. Problem solving skills. Presentation skills. Analytical skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Analysis and research skills. Facilitation skills. Communicate with All employees, Senior Managers, National and Provincial Departments, Recruitment Agencies, Service Providers, Academic Institutions,

DUTIES : Participate in the management of transfers in the Department. Process application to receiving school/Office. Response recommending willingness to accept and the availability of a concomitant vacancy Submit all communication to HR for approval. Submission and letter to delegated authority for approval. Respond to the applicant. Effectively place Bursary Holders. Receive the list of qualifying Bursars from DBE. Distribute list per district. Profile posts for placement of Bursary holders. Matching of Bursary Holders to Profiled Posts. Consult SGB's on the placement Place students on profiled posts. Effectively process all redeployments, absorptions and staff additional to the Establishment. Declare additional educators on Post Establishments. Receive the list of additional educators from DO HR Transversal teams. Profile all additional educators. Profile posts for placement of additional educators. Matching of additional educators to Profiled Posts. Consult SGB's on the placement. Place additional educators on profiled posts. Monitor the appointment of temporary personnel. Profiling and absorption of temporary personnel. Management of additional post establishments (schools). Ensure the effective administrative support services for the Sub directorate. Maintain the

effective flow of information and documents to and from the Sub directorate. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Respond to enquiries received from internal and external stakeholders. Plan, direct, supervise and coordinate the work activities of subordinates. Compile and submit Job Descriptions, Performance Agreements /Assessments, Performance Development Plan for staff. Monitor, evaluate and report on the performance of the staff. Ensure proper utilization and safe guard of Assets and the payment of bills thereof.

ENQUIRIES : Ms. Roseline Vaughan, Tel No: (011) 843 6869 (HO).

POST 04/73 : **HR PRACTITIONER: RESPONSE HANDLING REF NO: HO2017/01/32**
Directorate: Recruitment and Selection

SALARY : R211 194 per annum (Plus Benefits)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate or equivalent qualification with 2-3 years relevant experience in a Human Resources environment. A relevant tertiary qualification and Drivers license will be added as an advantage. Experience in word processing, spreadsheet and presentation software packages. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projectors and MS Office software i.e. Word, Excel and Presentation. Sound organisational skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette . Supervisory Skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentations. Computer Skills. Policy development and analysis. Communicate with Co-workers, Supervisors, Management, Senior Management, District Offices, Private Sector Organizations, General Public, Academic Institutions, Student, other Provincial Education Departments, National Department of Education.

DUTIES : Receive and sifting of applications. Receiving and sifting of applications. Screening, sorting and distribution of applications. Check and verify received applications. Maintain an up to date response handling database. Applications captured accurately. Targeted agreed accuracy of processes on database system. Package and distribution of applications. Applications packaged and distributed to relevant stakeholders. Respond to enquiries received from internal and external stakeholders on time. Storage and disposal of applications. Applications are safely stored. Maintain the safekeeping of all documentation in the office in line with relevant legislation

ENQUIRIES : Ms. Ouma Legodi, Tel No: (011) 355 0359 (HO).

POST 04/74 : **CHIEF ADMIN CLERK: (SECRETARY) 2 POSTS**
Sub-Directorate: Transversal HR Services

SALARY : R211 194 per annum plus benefits
CENTRE : Gauteng North District REF NO: GN2017/01/33, Ekurhuleni North District REF NO: EN2017/01/23

REQUIREMENTS : Grade 12 or equivalent qualification with 2-3 years relevant experience. Tertiary qualification will be an added advantage. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic

enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr. L.A Phaswana, Tel no: (012) 846 3754, (GN)
Ms. Emily Mochela, Tel No: 011 746 8190 (EN)

POST 04/75 : **CHIEF ADMIN CLERK: (SECRETARY) 2 POSTS REF NO: GE2017/01/34**
Sub-Directorate: Circuit Support Team Circuit 1

SALARY : R211 194 per annum plus benefits
CENTRE : Gauteng East District
REQUIREMENTS : Grade 12 or equivalent qualification with 2-3 years relevant experience. Tertiary qualification will be an added advantage. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr. Mpho Leotlela (GE) Tel no: 011 736 0717

POST 04/76 : **SENIOR ACCOUNTING CLERK REF NO: SW2017/01/35**
Sub Directorate: Finance and Administration
Section: Finance Management

SALARY : R142 461 per annum plus benefits
CENTRE : Sedibeng West District
REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience in Financial Management, Budgeting and Planning. Proven computer literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government Systems (BAS, SAP and PERSAL), knowledge and application of financial prescript (PFMA, Treasury Regulations, SCOA and Supply Chain processes.

DUTIES : Receive Budget Allocation letter for the Financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended other expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ virements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change.

ENQUIRIES : Ms. Erna Rust Tel no: 016 594 9207(SW)

- POST 04/77** : **SENIOR ACCOUNTING CLERK: CAPTURING REF NO: SW2017/01/36**
Sub Directorate: Finance and Administration
Section: Finance Management
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum plus benefits
: Sedibeng West District
: Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience in financial administration, assets and procurement environment. Proven computer literacy training, good customer care, Practical experience in Government Systems (BAS and SAP) and knowledge and application of financial prescript (PFMA, Treasury Regulations, Supply Chain Framework and SCOA). Must be Computer Literate Windows, Microsoft Word and Microsoft Excel.
- DUTIES** : Receiving and record request to procure and invoices, capturing, processing and reconciliation of request and invoices on the system (SAP). Ensure smooth transition from purchase order to delivery to receipt of invoices to payment within 30 days. Participate the compiling of sundry payment. Clearing of web cycles on daily basis. Attending supplier queries with GDF and, Compile and capture journals. Verification of allocation for any new request (SCOA Items), Filing and safe guarding of documents and maintains file documentation register. Assist with the identification and compiling of fruitless and wasteful expenditure. Collect and distribute payroll in accordance with the acts and regulations. Prepare the monthly reconciliation for Petty cash and revenue. Ensure effective revenue and petty cash administration.
- ENQUIRIES** : Ms. Erna Rust Tel no: 016 594 9207(SW)
- POST 04/78** : **SENIOR PROVISIONING ADMIN CLERK REF NO: JN2017/01/37**
Sub Directorate: Financial and Administration
Section: Finance and Procurement
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum plus benefits
: Johannesburg North District
: Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Knowledge of PERSAL, BAS, SRM, SAP, PFMA and Treasury regulations, procurement procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure.
- DUTIES** : Procurement of goods and services, Receive and record requisitions from different units within the district. Capturing RIs01 and RIs02. Ensure smooth transition from capturing to purchase order, receipt of invoices to payment within 30 days. Compile sundry payments. Clearing of Web cycle on daily basis. Liaise with GDF on daily basis relating to outstanding payments. Follow-up outstanding purchase orders with HO: SCM. Filing and safe guarding of documents and maintains file documentation register. Collect and distribute payroll in accordance with the acts and regulations. Prepare monthly reconciliation for petty cash and revenue. Ensure effective revenue and petty cash administration. Handling IRP5's and salary related queries.
- ENQUIRIES** : Ms. Nelisiwe Mashazi (JN) Tel no: 011 694 9378
- POST 04/79** : **SENIOR ADMIN CLERK: LEARNER TRANSPORT REF NO: HO2017/01/38**
Directorate: Scholar Transport
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum plus benefits
: Head Office, Johannesburg
: Grade12 or equivalent. Knowledge and understanding of Batho Pele Principles. Problem solving skills. Solid understanding of districts and schools interface. Good interpersonal and communication skills (verbal and written) .Ability to work independently, in a team and under pressure. Computer literacy, Honesty and integrity and valid driver's license.
- DUTIES** : Verification of information on invoices and claims. Capturing of claim forms and invoices. Facilitation the processing of monthly claims. Tracking invoices and

payments. Verification of kilometres travelled by beneficiaries of Learner Transport Programme. Responding to queries by relevant stakeholders. Monitoring of Learner Transport routes and pick-up points. Providing support to Districts and schools that are part of Learner Transport Programme. Verifications and capturing of Learner Transport data. Provide administrative support to the office. Facilitating training of relevant stakeholders. Compilation of reports.

ENQUIRIES : Ms. Thandi Ngoma Tel no: 011 355 0774

POST 04/80 : **SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE 4 POSTS**
Sub Directorate: Transversal Human Resource Service

SALARY : R142 461 per annum (Plus Benefits)
CENTRE : Sedibeng East District REF NO: SE2017/01/39, Johannesburg North (X 3) REF NO: JN2017/01/58

REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Completed courses and experience in word processing, spreadsheet and presentation software packages. Organising. Planning. Problem solving. Analytical Computer. Time management. Minute taking. Conflict management. Financial management. planning/management Inter-personal relations. Verbal and written communication. Self-disciplined and able to work under pressure with minimum supervision. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration, HR provisioning, and Human Resource Management. Dictaphones, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel.

DUTIES : Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services: Appointments, Leave, Terminations, Qualifications bonus, Housing Allowances, and any salary related matters. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advice personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES : Ms. Ntombi Moyo Tel 011 440 1748(SE) Ms. Nelisiwe Mashazi (JN) Tel 011 694 9378

POST 04/81 : **SENIOR PROVISIONING ADMIN CLERK 8 POSTS**
Sub Directorate: Finance and Administration
Unit: Provisioning for Institution

SALARY : R142 461 per annum plus benefits
CENTRE : Ekurhuleni South REF NO: ES2017/01/40, Johannesburg North (x2) REF NO: JN2017/01/41, Johannesburg South (x3) REF NO: JS2017/01/42, Sedibeng West REF NO: SW2017/01/43 Tshwane West REF NO: TW2017/01/44

REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience . Tertiary qualification in Finance (or equivalent) (NQF L6) will be added as an advantage. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy ,Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.

DUTIES : Administration and monitoring of Municipal Payments for Section 21 and Partial section 21 schools. Administration and monitoring of school fee compensation. Safekeeping of goods received and delivery thereof. Provisioning of administrative support for public schools. Control of equipment/stock (stocktaking). Track budget expenditure variants for partial section 21 Public Ordinary Schools. Procurement of

goods and services for partial section 21 Public Ordinary Schools. Reconciliation and monitoring of expenditure and Attend to Queries from Districts and Municipalities.

ENQUIRIES : Refer to addresses above

POST 04/82 : **SENIOR ADMIN CLERK REF NO: HO2017/01/45**
Chief Directorate: Ekurhuleni Region

SALARY : R142 461 per annum plus benefits
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience in office management or computer courses. A tertiary qualification will be an added advantage Knowledge of procurement policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Overall management of the office administration functions. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Classifying and coding documents for inclusion in database and record management systems. Updating and modifying records. Filing information and documents in the database and record management systems. Identifying and retrieving information and documents for users and including minute taking.

ENQUIRIES : Mr. ME Tau Tel no: 011 355 0215

POST 04/83 : **SENIOR REGISTRY CLERKS: CONDITIONS OF SERVICE 5 POSTS**
Sub-Directorate: Transversal Human Resource Service

SALARY : R142 461 per annum plus benefits
CENTRE : Tshwane West REF NO: TW2017/01/46, Tshwane South REF NO: TS201/01/47, Johannesburg South REF NO: JS2017/01/48, Johannesburg North REF NO: JN2017/01/49, Sedibeng East REF NO: SE2017/01/50

REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Knowledge of registry responsibilities, practices as well as the ability to apply legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Knowledge of Persal will be added advantage.

DUTIES : Overall administration and management of files in registry e.g. filing of documents, opening and maintaining of files and documents, control receipt of files and update and maintain records. Handle incoming and outgoing correspondence, Render an effective filing and record management services, Operate office machines in relation to the registry function, Process documents for archiving and/ disposal..

ENQUIRIES : Ms. Salamina Letoaba, Tel 012 725 1451(TW). Ms. Margie Van der Walt, Tel 012 401 6363(TS). Mr. Patrick Sesane, Tel 011 247 5957(JS). Ms. Nelisiwe Mashazi, Tel 011 694 9378(JN). Ms Nntombi Moyo Tel: 016 440 1748.

POST 04/84 : **SENIOR REGISTRY CLERK REF NO: JN2017/01/51**
Sub Directorate: Financial and Administration- Office Service Pool

SALARY : R142 461 per annum plus benefits
CENTRE : Johannesburg North
REQUIREMENTS : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Knowledge of Registry responsibilities. Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office

		machines in relation to the registry function. Process documents for archiving and disposal Ensure that all closed files are listed and send to Head Office for archiving purposes. Maintenance of the storage area. Smooth running of the registry office. Storage and retrieval of documents and files. Prepare documents and post daily. Data capturing. Liaising with other departments for transfer and disposal of records. Compile monthly statistics and reports.
<u>ENQUIRIES</u>	:	Ms. Nelisiwe Mashazi Tel no: 011 694 9378
<u>POST 04/85</u>	:	<u>SENIOR ADMIN CLERK REF NO: TN2017/01/52</u> Sub-Directorate: Circuit Management & Support
<u>SALARY</u>	:	R142 461 per annum plus benefits
<u>CENTRE</u>	:	Tshwane North
<u>REQUIREMENTS</u>	:	Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.
<u>DUTIES</u>	:	Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.
<u>ENQUIRIES</u>	:	Mr. Ephraim Magakoa, Tel no: 012 543 1044.
<u>POST 04/86</u>	:	<u>SENIOR ADMIN CLERK: SCHOOL LIAISON CLERK 5 POSTS</u> Sub-Directorate: Transversal Human Resource Service
<u>SALARY</u>	:	R142 461.00 per annum (Plus Benefits)
<u>CENTRE</u>	:	Johannesburg North (3 Posts) REF NO: JN2017/01/53, Tshwane West REF NO: TW2017/01/54, Johannesburg Central REF NO: JC2017/01/18
<u>REQUIREMENTS</u>	:	Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under pressure, Communication & interpersonal skills. Must have a valid Driver's License.
<u>DUTIES</u>	:	Provide support to the Districts/ Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/ Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and persal print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.
<u>ENQUIRIES</u>	:	Ms. Nelisiwe Mashazi Tel: 011 694 9378(JN), Ms Salamina Letoaba.Tel: 012 725 1451(TW), Mr. Rendani Nemukula Tel Tel 011 983 2231(JC)
<u>POST 04/87</u>	:	<u>SENIOR ADMIN CLERK REF NO: HO2017/01/55</u> Chief Directorate: Strategic Human Resource Management
<u>SALARY</u>	:	R142 461 per annum (Plus Benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg

- REQUIREMENTS** : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Must have basic working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to General administration, Finance Management, and Batho Pele Principles, must be Computer literate, good interpersonal skills, Communication skills (written & verbal), Ability to perform routine tasks, meet deadlines, work under pressure and be able to data capture. Drivers licence would serve as an advantage.
- DUTIES** : The successful candidate will be responsible to provide office clerical support to the Chief Directorate by performing the following functions: Scan, manage and draft correspondences, documentation, supporting registers and filing; provide administrative support services to the Chief Directorate- take notes, keep minutes, drafting of letters, memoranda, presentations and submissions; Disseminate information to all stakeholders (mail, submissions (incoming & outgoing) etc); General administrative functions (typing, sending faxes), development and maintenance of filing and administrative systems, making photocopies, preparing documents, refreshments and other logistics for meetings as required; Assist with the maintenance and logistics of the office; Assist with data capturing and Ordering of stationary and other supplies..
- ENQUIRIES** : Mr Josh Mkwanzani Tel: 011 355 0895.
- POST 04/88** : **SENIOR PROVISIONING ADMIN CLERK 3 POSTS**
Sub Directorate: Financial and Administration
Section: Office Service Pool
- SALARY CENTRE** : R142 461 per annum plus benefits
: Tshwane West REF NO: TW2017/01/56, Sedibeng West (2 posts) REF NO: SW2017/01/57
- REQUIREMENTS** : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.
- DUTIES** : Provisioning of goods and services. Procurement and accounting for all goods and services. Placement of orders and effect payment Safekeeping of goods received and delivery thereof. Provisioning of administrative support for self-managing schools. Control of equipment/stock (stocktaking). Assist Respond to Audit queries.
- ENQUIRIES** : Ms Salamina Letoaba, Tel no: 012 725 1451, Ms Erna Rust Tel no: 016 594 920
- POST 04/89** : **SENIOR ADMIN CLERK: TRANSPORT 3 POSTS REF NO: ES2017/01/58**
Sub-Directorate: Finance & Administration
Section: Office Service Pool
- SALARY CENTRE** : R142 461 per annum plus benefits
: Ekurhuleni South District
- REQUIREMENTS** : Grade 12 or Matric certificate or equivalent qualifications and at least 1 to 2 years relevant experience. Tertiary qualification in Transport will be added as an advantage. Knowledge of Transport policies (Subsided and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills- Advance, Ms Word and Excel. Candidate must be in possession of a driver's license (Manual). Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling.
- DUTIES** : Provide administration support for the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsided vehicles. Monitor effective utilization of both G- Fleet and Subsided vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of

		subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed. Mr. Xolani Kheswa, Tel no: (011) 389 6034
<u>ENQUIRIES</u>	:	
<u>POST 04/90</u>	:	<u>SENIOR LIBRARIAN ASSISTANT REF NO: ES2017/01/59</u> Sub Directorate: Curriculum Management and Delivery Section: Learning and Teaching Support Material
<u>SALARY</u>	:	R142 461 per annum plus benefits
<u>CENTRE</u>	:	Ekurhuleni South District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent NQF level 4 certificate. At least 1 year relevant experience in the Library and information field will be an advantage. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Good general knowledge. Ability to work with and without supervision. Hard working and reliable.
<u>DUTIES</u>	:	Physical processing of resources that have been catalogued and classified: provide backings, book pockets and date sheets. Assist with lending service: issuing and de-issuing of resources, report damaged resources. Shelving and shelf control of resources. Providing administrative assistance in the library. Keeping the library neat and orderly. Helping with exhibitions.
<u>ENQUIRIES</u>	:	Mr. Xolani Kheswa, Tel 011 389 6034
<u>POST 04/91</u>	:	<u>DATA CAPTURERS: HUMAN RESOURCE PROVISIONING 13 POSTS</u> Sub Directorate: Transversal Human Resource Services Section: Human Resource Provisioning
<u>SALARY</u>	:	R142 461 per annum (Plus Benefits)
<u>CENTRE</u>	:	Johannesburg North REF NO: JN2017/01/73; Gauteng East REF NO: GE2017/01/74, Gauteng West REF NO: GW2017/01/75; Ekurhuleni South REF NO: ES2017/01/76; Sedibeng West REF NO: SW2017/01/77; Johannesburg Central REF NO: JC2017/01/78; Johannesburg West REF NO: JW2017/01/79; Johannesburg South REF NO: JS2017/01/80; Johannesburg East REF NO: JE2017/01/81; Tshwane South REF NO: TS2017/01/82; Tshwane West REF NO: TW2017/01/83; Tshwane North REF NO: TN2017/01/84
<u>REQUIREMENTS:</u>		Grade 12 or equivalent qualifications and at least relevant experience. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure and meet tight deadline/s. Computer literacy is a necessity.
<u>DUTIES</u>	:	Receive application forms on daily basis. Acknowledgement of receipts of application forms, Sorting, Sifting and packaging of application forms. Record all applications on Data Base system accurately and timeously. Verification of data captured against reports. Assist with queries from applicants. Assist with effective and efficient postal services. Assist with general office administration.
<u>ENQUIRIES</u>	:	Ms. Nelisiwe Mashazi Tel 011 694 9378(JN); Mr. Mpho Leotlela (GE) Tel 011 736 0717; Ms. Louisa Dhlamini (GW) Tel Tel 011 660 4581; Mr. Xolani Kheswa (ES) Tel Tel 011 389 6034; Ms. Erna Rust (SW) Tel 016 594 9207; Mr. Rendani Nemukula (JC) Tel Tel 011 983 2231; Mr. Jafta Lizwe (JW) Tel Tel 011 831 5433; Mr. Patrick Sesane (JS) Tel Tel 011 247 5957; Ms. Elizabeth Moloko (JE) Tel Tel 011 666 9109; Ms. Margie van der Walt (TS) Tel Tel 012 401 6363/5; Ms. Salamina Letoaba (TW) Tel 012 725 1451; Ms. Priscilla Ravele (TN) Tel 012 7543 1044; Ms. Erna Rust (SW) Tel 016 594 9207
<u>POST 04/92</u>	:	<u>DRIVER/MESSENGER 2 POSTS</u> Chief Directorate: Tshwane Region Chief Directorate: Ekurhuleni Region
<u>SALARY</u>	:	R119 154 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Chief Directorate Tshwane Region REF NO: HO2017/01/60, Head Office, Chief Directorate: Ekurhuleni REF NO: HO2017/01/61
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within and outside the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : Mr. ME Tau Tel No: 011 355 0215 (CD: Ekurhuleni Region)
Mr. M Mthembu Tel No: 011 355 0696 (CD: Tshwane Region)

POST 04/93 : **DRIVER/MESSENGER 6 POSTS**
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY CENTRE : R119 154 per annum (Plus Benefits)
Tshwane South REF NO: TS2017/01/62, Johannesburg West REF NO: JW2017/01/63, Johannesburg North REF NO: JN2017/01/64, Ekurhuleni South REF NO: ES2017/01/65, Johannesburg Central (X2 Posts) REF NO: JC2017/01/66

REQUIREMENTS : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : Ms Margie Van der Walt, Tel: 012 401 6363(TS); Mr. Lizwe Jafta Tel: 011 831 5433(JW). Ms Nelisiwe Mashazi Tel:011 694 9378(JN). Mr Xolani Kheswa Tel: 011 389 6034(ES). Mr Rendani Nemukula Tel: 011 983 2231(JC).

POST 04/94 : **GENERAL ASSISTANT: OFFICE SERVICE POOL 6 POSTS**
Sub Directorate: Finance & Administration

SALARY CENTRE : R84 096 per annum plus benefits
Tshwane North (X 2 Posts) REF NO: TN2017/01/67; Sedibeng West REF NO: SW2017/01/68; Johannesburg North (X 3 Posts) REF NO: JN2017/01/69

REQUIREMENTS : AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, manage dust bin, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES : District: (SW) Ms. Erna Rust, Tel No: (016) 594 9207, (TN) District: Mr. Ephraim Magakoa, Tel No: (012) 543 1044, (JN) District: Ms. Nelisiwe Mashazi, Tel No: (011) 389 6034,

POST 04/95 : **CLEANER: OFFICE SERVICE POOL 2 POSTS REF NO: JN2017/01/70**
Sub Directorate: Finance and Administration

SALARY CENTRE : R84 096 per annum plus benefits
Johannesburg North District

REQUIREMENTS : AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES : Ms. Nelisiwe Mashazi, Tel No: (011) 389 6034, (JN)

POST 04/96 : **SENIOR MACHINE OPERATOR: OFFICE SERVICE POOL REF NO: SE2017/01/71**
Sub Directorate: Finance & Administration

SALARY : R84 096 per annum plus benefits
CENTRE : Sedibeng East
REQUIREMENTS : AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Bulk printing, capturing of meter reading. Record keeping, reporting of malfunctioning of photocopier machine. Distribute photo copy material accordingly. Binding, management of the stock room and maintenance of the photocopier machine

ENQUIRIES : Ms. Nntombi Moyo, Tel no: (011) 440 1748, (SE)

POST 04/97 : **MESSENGER: OFFICE SERVICE POOL REF NO: SE2017/01/72**
Sub Directorate: Finance & Administration

SALARY : R84 096 per annum plus benefits
CENTRE : Sedibeng East
REQUIREMENTS : AET Level 1-3 with relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Management of incoming and outgoing correspondence including faxes Delivery and collection of documents and assets in all 39 levels within the Department. Tracking of documents that were delivered and/or collected. Collect of mail from Post Office. Provide administrative support to the office. Assist in driving service as and when requested/ required.

ENQUIRIES : Ms. Nntombi Moyo, Tel no: (011) 440 1748, (SE)

DEPARTMENT OF HEALTH

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 04/98 : **CLINICAL ENGINEERING PRACTITIONER (ASD) REF NO: HRM 09/2017**
Directorate: Clinical Engineering

SALARY : R369 408 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Clinical Engineering Diploma or equivalent qualifications with additional training in the maintenance and management of medical equipment in the field of clinical engineering. Compulsory registration with ECSA as a Professional Engineering Technician. 6 year's post qualification technical experience in the field of Clinical Engineering, a valid driver's license, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment, good understanding of Micro Soft Office applications such as word, excel and access.

DUTIES : Manage the Clinical Engineering workshop, monitor maintenance contracts, repair and maintain medical equipment, train Clinical Engineering Technicians/students

in the repair and maintenance of medical equipment, train end users in the correct use of medical equipment, promote the safe use of equipment according to statutory requirements, produce performance reports for management, keep electronic record of repairs, keep up to date records of services to all medical equipment, attend medical equipment related and others meetings, advise on the procurement of medical equipment, prepare and monitor maintenance programmes, monitor repair costs of equipment, advise on equipment life cycle costs.

ENQUIRIES : Mr KP Dahlen Tel no: (012) 354 1261
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE : 10 February 2017
NOTE :

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 04/99 : **CLINICAL TECHNOLOGIST REF NO: HRM 10/2017**
 Directorate: Obstetrics & Gynaecology

SALARY : Grade 1 R262 020 per annum plus benefits
 Grade 2 R308 649 per annum plus benefits
 Grade 3 R363 582 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B Tech in clinical technology (Reproductive Biology) with registration in Reproductive Biology at the HPCSA. Must be skilled with evident experience in Assisted Reproductive Technology (ART) procedures. Competency in time-lapse embryo culture as well as curriculum development and training for clinical technology students are recommended. Level of experience will determine grade allocation as stipulated in the Occupational Specific Dispensation (OSD, PHSDSBC Res 2 of 2010); Grade 1: None, Grade 2: 10 years, Grade 3: 20 years experience after registration with the HPCSA.

DUTIES : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform and administer all semen decontamination procedures and databases, Embryoscope evaluations and annotations; daily, monthly and yearly quality control procedures; related administrative procedures such as stock control /orders for disposables. Supervise timeline training and examining of clinical technology students/interns in theory and practical ART assays and techniques. Efficient monitoring and controlling of laboratory orders and requisitions for equipment maintenance.

ENQUIRIES : Prof. C Huyser Tel no: (012) 354 2067/ 2208
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE : 10 February 2017
NOTE :

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 04/100 : **DIAGNOSTIC RADIOGRAPHER REF NO: HRM 11/2017**
 Directorate: Diagnostic Radiography

SALARY : Grade 1 R262 020 per annum plus benefits
 Grade 2 R308 649 per annum plus benefits
 Grade 3 R363 582 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Diploma/B-RAD/B-TEC in Diagnostic Radiography Registration with HPCSA is compulsory. Computerized literacy essential-all the x-ray units are digital.

DUTIES : Grade1: Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce x-ray images according to prescribed protocols, radiation control Measures and medico-legal requirements. Assist in training of Community Service Radiographers, and students. Assist in the quality assurance of images.

Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests. Grade2: Grade 1 duties and Assist in training of students, community service and grade 1 radiographer. Quality assurance of images. Assist with quality control tests. Grade3: Grade 1 and 2 duties and to assist the students and other qualified radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of responsibility.

ENQUIRIES : Mrs. S van Niekerk Tel: (012) 354 1379
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE : 10 February 2017
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 04/101 : **SPEECH THERAPIST OR SPEECH THERAPIST AND AUDIOLOGIST REF NO: HRM 12/2017**
Directorate: Speech Therapy and Audiology

SALARY : R262 020 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Degree in Speech Therapy or Speech Therapy and Audiology. Current registration with HPCSA. Good communication skills. Ability to work in a multidisciplinary team. Creativity and analytical skills. Experience in the treatment of patients with dysphagia. Experience in VFS/MBS as well as patients with laryngectomy will be an advantage.

DUTIES : Implementing and developing Speech Therapy and Audiology services. Management of allocated patients according to evidence based clinical practice. Review, generate and implement clinical protocols. Promotion and Marketing of Speech Therapy and Audiology services. Perform record-keeping and data collection. Give input into budget. Clinical involvement and training of students. Participation in Performance Management and Development System (PMDS).

ENQUIRIES : Mrs. H van Heerden Tel no: (012) 354 2714/2723
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE : 10 February 2017
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Simmonds Street, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE : Friday, 10 February 2017
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference , Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA) and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3)

months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts 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 department. Following the interview and the 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 04/102** : **DIRECTOR: STRATEGY AND MEDIA LIAISON REF NO: 002475**
Directorate: Strategy and Media Liaison
- SALARY** : R898 743 – R 1 058 691 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-4 year Degree in Communications. 5-10 years' experience of which 5 years is in a middle management position. Extensive knowledge and experience in strategic communications, news and media management and monitoring. Exceptional writing skills, proven leadership abilities and strong people skills, ability to work under pressure and meet deadlines, managerial and organizational skills are fundamental. An understanding of and commitment to Government objectives, policies and programmes.
- DUTIES** : To develop and implement government communication strategies. Monitor and evaluate communication the provincial strategy and campaigns. Coordinate provincial communications and programmes to sustain key messages, communication environment. Coordinate communication research, perception surveys and impact analysis. Communication of GPG policies, programmes and priorities. Develop, implement, monitor and evaluate media strategies. Media monitoring and analysis, issues management. Develop and implement programmes to improve media relations and impact. Write and edit articles, media release, speech opinion pieces and copy for publication. Run Gauteng Provincial Government news services, including Provincial newspaper. Support Premier's and Executive Council's communication programme. Develop and strengthen government communication system. Strengthen coordination and alignment of government communication across spheres of government. Manage and implement other communication media related projects. Manage and lead Strategy and Media Liaison Directorate. Ensure implementation of human resources management, financial management, reporting and other internal policies.
- ENQUIRIES** : Ms. Sylvia Mtshali, Tel no: (011) 355-6280
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, Furthermore recommended candidates will be subjected to s generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools
- POST 04/103** : **DIRECTOR: ECONOMIC SECTOR POLICY REF NO: 002476**
Directorate: Economic Sector Policy
- SALARY** : R898 743 - R 1 058 691 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-4 Degree in Social Science PLUS relevant management experience. An appropriate post graduate qualification in Economics will be an added advantage. The successful candidate must possess strong strategic, leadership, and management skills. S/he must also have 5-10 years minimum experience in middle management position and, a good understanding of government priorities and knowledge of the South African political landscape and the socio - economic environment within which Public Service delivery takes place. S/he should possess a good knowledge of Government policies and Prescripts. S/he should have experience in research, policy development and analysis as well experience in managing multi - disciplinary teams. Competencies Needed- Policy analysis,

formulation and research; analytical and problem solving; communication (written and verbal); financial management; programme and project management; people management and empowerment; client orientation and customer focus skill; service delivery innovation; and strategic planning skills. Attributes- diplomacy, ability to work under pressure, in a team and independently and to cope with a high workload and disciplined. S/he must be assertive, innovative and creative.

DUTIES : As part of the senior management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions - Provide strategic technical policy and research advice; - Co-ordination of support to the Executive Council and its clusters; - Developing and monitoring the implementation of the Cabinet Programme; - Set the agenda of the cluster and identify issues that require collective consideration of the Cluster and the Executive Council in line with the provincial strategic priorities and cabinet decisions - Conduct environmental scans on socio - economic and infrastructure development related issues - Provide leadership of the Directorate, ensure that performance target of the directorate are achieved and manage resources efficiently and effectively in accordance with Public Service policies and prescripts and ensure sound human resources management.

ENQUIRIES : Mr Jan Shabalala, Tel no: (011) 355 6448
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, Furthermore recommended candidates will be subjected to a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools.

OTHER POSTS

POST 04/104 : **DEPUTY DIRECTOR GIS TECHNOLOGY REF NO: 002464**
 Directorate: Geographic Information Systems

SALARY : Grade A R 543 681 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-4 years Geographic Information Systems degree or related Bachelor Degree. 5 years post qualification GIS Technologist experience, strong GIS skills with two or more GIS packages (e.g. ESRI, ERDAS etc). Must have communication, analytical, statistical skills. Must have knowledge of technical report writing, and understanding of legal compliance. Experience in Geo-Database design and management. Compulsory registration with PLATO and Valid driver's license.

DUTIES : Design, plan and perform advanced GIS analysis to address the Departmental and Gauteng Government strategic objectives. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Undertake system audit, requirements analysis, cost benefit analysis of GIS in the GCR. Develop process model and workflows diagrams. Implement GIS policy and standards in accordance to the Spatial Data Infrastructure Act no: 54 of 2003 (SDI Act no.54 of 2003). Draft Terms of Reference for GIS projects. Research, investigate and advice on new GIS Technologies. Develop new methods/technologies for solving spatial data problems. Assist with the procurement process for the GIS Directorate. Assist with the management of the expenditure in accordance with the approved Budget.

ENQUIRIES : Ms. Sylvia Mtshali, Tel no: (011) 355-6280

POST 04/105 : **DEPUTY DIRECTOR: ECONOMIC SECTOR POLICY REF NO: 002477**
 Directorate: Economic Sector Policy

SALARY : R726 276 – R855 516 per annum (All inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : 3-4 year Bachelor's Degree in in Economics, Social Sciences or related fields PLUS relevant supervisory experience. 4-5 years' of experience in junior management level at least 3 years in the Public Service environment and a good understanding of government priorities and knowledge of the . Experience of research in a public sector environment and knowledge of statistics and analysis of Economic sector

policy is a requirement. The incumbent must be innovative, be able to work independently and have strong project management skill. The incumbent must have the ability to analyse, research reports, compile and deliver presentations and write research report. Knowledge of Economics will be an added advantage. Familiarity with policies and legislation governing the public sector. Good Administration, Financial, Communication- written and verbal, Supervisory, Strategic management, Problem solving skills and General management.

DUTIES : Provide strategic technical policy and research advice; - Co-ordination of support to the Executive Council and its clusters; Developing and monitoring the implementation of the Cabinet Programme; Set the agenda of the cluster and identify issues that require collective consideration of the Cluster and the Executive Council in line with the provincial strategic priorities and cabinet decisions; Conduct environmental scans on socio-economic and infrastructure development related issues; Manage the Sub-Directorate; Ensure that performance targets of the directorate are achieved and manage resources efficiently and effectively in accordance with Public Service policies and prescripts and ensure sound human resources management.

ENQUIRIES : Ms. Phelisa Khuzwayo, Telephone no.: (011) 355-6730

POST 04/106 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 002465**
Directorate: Land Use Management and Statutory Boards

SALARY : R262 272 – R 308 943 per annum (Plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A 3-4 years Town and Regional Planning Diploma/Honors Degree recognized by the South African Council for Town and Regional Planners. Registration as a Candidate Town and Regional Planner in terms of the Planning Profession Act, No 36 of 2002. A minimum of 1 year experience in a Provincial Department or municipality. Must have communication, analytical, strategic management, financial, research and writing skills. Must have knowledge of Land Use Planning Legislation and Policies, Land Use Management Processes and Basic Project Management.

DUTIES : Assist in providing secretarial administration support to the Gauteng Townships Board. Prepare for inspections and hearings conducted by the Statutory Boards. Compile reports of the proceedings of the hearings and inform relevant parties on the decisions of the MEC or the Statutory Boards. Provide land development and land use application in terms of various legislation. Advise the public/parties on appeal applications in terms of the provisions of the relevant town-planning legislation and policies. Keep complete records of the progress of all applications/appeals being dealt with. Consolidate quarterly and bi-annual reports of the Statutory Board's activities. Assess, evaluate and comment on various land development applications submitted to the Province. Provide sound Town Planning Advice to relevant parties in terms of the relevant applications. Assist in the monitoring of developments in Planning theory, policy and legislation applicable to provincial land use policy and land use management. Assist in facilitating workshops on the implementation of SPLUMA at municipal level.

ENQUIRIES : Ms. Phelisa Khuzwayo, Telephone no: (011) 355-6730

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 10 February 2017

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s),

email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

- POST 04/107** : **CHIEF DIRECTOR: CORPORATE SERVICES**
(5 Year Fixed Term Performance Based Contract)
Directorate: Corporate Services
- SALARY** : R1 068 564 per annum, (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : A relevant NQF Level 7 qualification in Public Administration, Business Management or a related field. At least 5 years' experience on senior management level, with at least 10 years' experience in any of the core functions relating to the post. Experience in Human Resource Management is key. The successful candidate must be an innovative person with proven applied leadership skill as well as the ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent report writing and communication skills, as well as people management skills are critical. Excellent understanding of public service legal and regulatory frameworks. Problem solving and ability to work under pressure is a must.
- DUTIES** : The incumbent will be responsible to provide proactive strategic and administrative leadership and management, inclusive of HR Management, HR Development, Information Technology, Communications, Legal, Security and Auxiliary Services and GEYODI. Ensure an unqualified audit opinion for the area under his/her control, and implementation of risk mitigation interventions. Ensure compliance to regulatory and legislated requirements, policies and legislation. Effectively exercise all managerial responsibilities.
- ENQUIRIES** : Mr Robert Tsotetsi Tel no: (011) 227 9000
- POST 04/108** : **DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**
(5 Year Fixed Term Performance Based Contract)
Directorate: Provincial Supply Chain Management
- SALARY** : R898 743 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Supply Chain Management /Finance/Law Degree. A relevant postgraduate qualification and legal background will be an advantage. The candidate must have the ability to interpret and apply legislation. In addition, the candidate must also have been involved in policy and legislature development and have extensive knowledge of SCM laws, norms, standards and governance environment. 5 years at middle/senior management level. 5 years of experience at Managerial / Supervision level. 5 years' experience in public sector Supply Chain Management. 5 years of policy Development, Implementation and Assessment experience.

DUTIES : Develop policies and strategies to for the Supply Chain Management reforms at Local and Provincial institutions in the Province. Analyse Supply Chain Management policies from Local & Provincial institutions to ensure compliance. Annual review and update of the SCM Provincial Framework and implement in the province. Develop systems to prevent and detect irregular expenditure in the province. Annually conduct a financial management capability maturity model assessment throughout all institutions. Produce results of the analysis and make recommendations to key stakeholders. Participate in legislature development. Manage the application and implementation of laws & regulations in local and provincial institutions. Develop the implementation guidelines for all practice notes, instruction notes and circulars issued by National Treasury. Prompt communication and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Provide advice and assistance on SCM policies, norms, standards and governance in the province. Manage all outputs and resources allocated to the unit, inclusive of budget and people. This is the new inputs Development and implementation of the Annual Performance Plans and Operation plans for the Directorate. Provide advice and guidance (refer to sentence above this is a replacement). Preparation of weekly/monthly/quarterly/yearly reports. Supervise and monitor operations and resources within your area including training and development

ENQUIRIES : Mr Robert Tsotetsi Tel no: (011) 227 9000

POST 04/109 : **DIRECTOR: FORENSIC INVESTIGATIONS**
(5 Year Fixed Term Performance Based Employment Contract)
Directorate: Financial Governance

SALARY : R898 743 per annum, (All-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : Three year degree, Law Degree (Buiris, Bproc and or LLB), BCOM; (NQF7) The candidate must have seven (7) or more years of experience in the Forensic investigations or law enforcement specializing in commercial crimes, 5 years of which is Middle/Senior Management experience; ACFE qualification will be an added advantage. Valid driver's licence.

DUTIES : Develop and execute on forensic investigation strategy and broader programmes of forensic services, including the development and implementation of Annual Performance Plans and operational plan for the Forensic Investigation unit. Initiate and support investigations carried out by Investigators, consultants, including advising Investigators and consultants on the terms of reference and related plans for investigations. Provide guidance on the conduct of such investigations and develop written guidance materials. Ensure adherence to investigative reporting timelines. Review investigative reports and work documentation. Provide assurance that investigative work accomplished meets the required standards and ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanisms for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Develop protocols for initiating and conducting investigations into allegations of fraud and corruption. Ensure development of and provide support in the preparation of work plans and the establishment of priorities for investigation functions. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule .Develop and oversee departmental systems for handling of alleged violations of fraud and corruption reported .Identify potential areas of compliance vulnerability and fraud risk .Develop and implement corrective action plans for resolution of fraud risks, and provide general guidance on how to prevent similar occurrences .Provide reports periodically in terms of the operational requirements in the department, including to oversight bodies such as the Audit Committee .Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required .Build relationships within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations

undertaken . Conduct regular training to develop investigation capacity within the Forensic Investigation unit.

ENQUIRIES : Mr Robert Tsotetsi, Tel no: 011 227 9000

OTHER POSTS

POST 04/110 : **DEPUTY DIRECTOR: STATUTORY DEDUCTIONS MANAGEMENT**

Chief Directorate: Provincial Accounting Services

SALARY : R612 822 per annum (All-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary qualification, Degree or National Diploma in Accounting, 3 - 5 years management experience within finance environment. Experience in implementation of projects and continuous improvement initiatives.

DUTIES : The incumbent will be responsible for; management of the Statutory Deductions Management team. Ensure that all salary related ledger accounts on a regular basis are reconciled and cleared within the set turnaround times (within 30 days). Ensure timeous submission of monthly, bi-annual and annual tax reconciliations to SARS and distribution of employees IRP'5 to GPG departments. Ensure effective implementation of the projects with the view of ensuring continuous improvement and modernisation of public service. Provide CFO's, HR & Finance managers in GPG departments with the external reports in relations to the Statutory Deductions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management within GPG departments. Authorise salary related payments up to the value of one million rand.

ENQUIRIES : Ms Bulelwa Mtshizana Tel no: 011 227 9000

POST 04/111 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

Re-advertisement. This position was previously advertised in circular 35, post 35/164. Candidates who applied previously are encouraged to re-apply.

Directorate: Corporate Services

SALARY : R311 784 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Relevant 3 – year tertiary qualification, in Human Resource Management or related field and Persal certificate. 1–2 years' experience in HR Administration and/or Management field.

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service, which includes inter alia: Conditions of service and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension allowance, etc) HR Provisions (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement pay progression, bonuses and Check transactions before submission to GPT for implementation. Address human resource management enquiries to ensure the correct implementation of human resource management practices and ensure the successful implementation of departmental/public service policies on matters related to human resource management policies and practices. Present and co-ordinate information sessions on human resource issues in the department. Inform, guide and advice department/personnel on human resource administration matters. Investigate, analyse, benchmark and interpret legislation and prescripts and other HR related issues to promote an effective human resource environment. Prepare and consolidate reports.

ENQUIRIES : Ms Tshiamo Sokupha, Tel no: (011) 227-9000

POST 04/112 : **PRACTITIONER: BEE PROJECTS**

Directorate: Supplier Development

SALARY : R171 069 per annum (plus benefits)

CENTRE : Johannesburg

- REQUIREMENTS** : A 3 year tertiary diploma in business, supply chain or project management. At least 2 years working experience, experience in a BEE development environment will be an added advantage. Knowledge of Supply Chain Management.
- DUTIES** : Obtain documents to verify the bidder BEE status, report on Suppliers' BBEE points. Compile the report and attach all required information. Submit the report to Team Leader to verify the information. Identify unclassified suppliers from the monthly spend reports. Obtain information to update the supplier status. Liaison with the Supplier Management business unit to classify and verify suppliers' BEE status. Co-ordinate project information (including scheduling meetings). Compile report on project progress. Submit the report to Team Leader to verify the information. File records in a systematic manner. Participate in information sessions (including briefing sessions). Write minutes of staff meetings and workshops. Distribute, finalise and file the minutes within the stipulated timelines. Liaison and correspondence with all relevant stakeholders.
- ENQUIRIES** : Phindile Ngwenya, Tel no: 011 227-9000