

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

<u>APPLICATIONS</u>	:	All application must done online on www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	27 March 2017
<u>NOTE</u>	:	Applications must be submitted on the Z83 Form accompanied by certified copies of qualification(s), identity document, 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 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

<u>POST 10/69</u>	:	<u>CHIEF DIRECTOR: STRATEGIC SUPPORT (PROGRAMME MANAGER)</u>
<u>SALARY</u>	:	An all-inclusive salary package of R1 068 564 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules R1 068 564 per annum (All inclusive salary package, which can be structured according to the individual's need)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Head Office Degree/ 3 year Diploma in a relevant field plus 5 years Senior Management experience. Skills and Knowledge: Good leadership skills. Excellent financial management skills. Strategic development, Excellent project management. Report writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations. Public speaking strategic goal and objectives.
<u>DUTIES</u>	:	Develop and implement program management approach for proper execution and coordination of activities across the Department. Organize and co-ordinate key programs and projects of the Department. Apply change, risk and resource management effectively. Conceptualize, organize and monitor interconnected programs. Strategic Partnerships and related activations. Represent HOD & MEC in strategic meetings & engagements. Coordinate the department strategic planning development process. Monitoring the implementation of the strategic plan by all business units. Monitor and evaluate organizational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. Facilitate organizational learning and best practice identification through benchmarking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. Ensure continuous improvements of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical, assistance on corporate governance to the department stakeholders. Strategic development for the Chief Directorate Effective performance management and human resources development for the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Vumile Zwane Tel no: (011) 689 3644

DEPARTMENT OF E-GOVERNMENT

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** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 17th March 2017
- NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

- POST 10/70** : **DEPUTY DIRECTOR: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: S/000272**
Directorate: LR & EHWP
- SALARY** : R612 822 per annum (all inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant Degree in HR or equivalent /National Diploma in HR or equivalent/ Labour law qualification (on NQF 6/7/8). 5 years appropriate experience in Labour relations of which 3 years must be at an Assistant Director level or equivalent. Experience in employee wellness is essential.
- DUTIES** : Provide Employee Relations assistance to the Department of e-GOV timeously and accurately. Develop and implement labour relations policies, strategies, training interventions and awareness programmes. Manage and facilitate bilateral and multilateral relationships with relevant employee organisations, grievance procedure. Manage the finances for the labour relations function within Human Resource Management business unit. Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department. Monitor the disciplinary and grievance procedures. Represent the employer in disputes referred to the relevant bargaining council for arbitration and relevant labour relations forum. Monitor the implementation of Incapacity Leave Management. Ensure the compliance with OHS procedures. Management of EWP awareness programmes.
- ENQUIRIES** : Ms. B Buthelezi Tel no: (011) 689 8538
- POST 10/71** : **DEPUTY DIRECTOR: STRATEGIC HR INFORMATION SYSTEMS REF NO: S/000273**
Directorate: Human Resource Management
- SALARY** : R612 82 per annum (all inclusive remuneration package package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/ Bachelor's degree in Human Resource Management or equivalent. Minimum 5 years' experience in HR environment. Three years must be at Assistant Director level or equivalent. Working knowledge of Microsoft Office and PERSAL. Understanding of Human Resources practices and procedures. Attention to detail, accuracy and numeracy skills. Experience in Data analysis and reporting skills.
- DUTIES** : Analyze and maintain the integrity of the Human Resource Information System (HRIS). Manage maintenance and accuracy of employee data, for reporting and distribution. MPAT coordination, APP, HR Plan, analytics. Attend to self-assessment requirements from the Office of the Premier. Conduct employee satisfaction survey. Analysis of report and conduct trend analysis. HR intervention support. Plan, direct, and coordinate HRIS activities of an organization to maximize the use of human resources and maintain functions. Direct the design, selection and implementation or modification of HRIS and other HR computer solutions. Assist the Director and Deputy Directors with the provision of accurate, effective and efficient reporting cycle. Work closely with members of the MIS team to ensure

that the HR data is captured accurately and integrity is maintained. Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools; develop and administer standard reports, i.e. statistical reports for the AAP annual update. Help maintain data integrity in systems by running queries and analyzing data. Manage and design the mapping of all HRIS tables to ensure accurate data capture that promotes prudent compliance and enables comprehensive reporting. Ensure accurate documentation process manuals are designed and updated for all HRIS processes. Develop user friendly procedures, guidelines and documentation. Maintain a thorough understanding of employment regulations, industry trends, current practices, new developments, applicable laws, and employment legislation pertaining to all personnel matters, and various requirements. In collaboration with the HR department; plan, develop, organize, implement and evaluate the organization's human resources functions and annual goals. Preparation and analysis of complex HR/Payroll Metric/statistical data and dashboards to support the reporting requirements of a Human Resource Unit.

ENQUIRIES : Ms B Buthelezi Tel no: (011) 689 8538

DEPARTMENT OF HEALTH

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.

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.

Erratum: Please note that the post of Assistant Director: Facility & Logistics ,REFS/000064, the following must added under duties: Management of facility and infrastructure. Management of cleaning services, linen service, food services and Porters service on a daily basis and the enquiries is Ms. RS Mabyana, Tel : 011 241 5792.

OTHER POSTS

POST 10/72 : **PHARMACIST GRADE 2 REF NO: TDH03/2017**
Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS : R627 675 – R 666 186 per annum (all inclusive)
: Tshwane District Hospital
: B. Pharm. Registration with SA Pharmacy council as a pharmacist. A minimum of 5 years post community service appropriate experience after registration as a pharmacist with the SACP, excellent communication & information skills, management skills and Time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counselling skills. Research, development & statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills, customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practices, human resource management and staff relation legislation. Appropriate clinical and theoretical knowledge,

DUTIES : Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative function of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control budget for the department. Ensure adherence to the dispensing and GPP standard as set out by SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to the hospital and provincial drug formularies, PFMA national core standard requirements. Ensure drug availability, avoid wasteful and fruitless expenditure. Support the pharmacy manager in effective administration of the pharmacy department. Produce relevant report. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, observe all Batho Pele principles.

ENQUIRIES : Ms Dolo S Tel no: (012) 354 7861/64

APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 24 March 2017

POST 10/73 : **CLINICAL PROGRAMME CO-ORDINATOR INFECTION PREVENTION AND CONTROL GRADE 1 REF NO: 000271**
Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)

CENTRE : Heidelberg Hospital

REQUIREMENTS : Qualification: Diploma/degree in General nursing. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing. One year certificate course in infection control and prevention. At least 3 years' experience in Infection control in a health/hospital setting will be an added advantage. Basic qualification accredited with SANC in terms of Government Notice 425 that allow registration with SANC as a Professional nurse. Computer literacy and project management skills. Communication and people skills. Knowledge of the relevant Nursing Legislation and National Core Standards. Presentation / facilitation skills. Ability to collect and analyse data. Report writing skills. Knowledge of Finance, SCM and HR.

DUTIES : Facilitate, coordinate and review National/Provincial and Regional Legislation regarding infection control, policies and protocols and monitor the implementation thereof. Implement and maintain an effective hospital infection surveillance system and Alignment with the infection control policies. Monitor utilisation of financial and Human resources. Adherence to Financial, SCM and HR legislation. Develop and Monitor the implementation of continuous infection control education and training programmes. Compliance and adherence to National Core Standards. Assist in drafting and implementation of strategic and operational plan. Assist in conducting and facilitating the process of pre-employment screening and regular medical surveillance.

ENQUIRIES : Ms. L.L.P. Msiza, Tel no: (016) 341 1203

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438

CLOSING DATE : 24 March 2017

NOTE : Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

POST 10/74 : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) MIDWIFERY NURSING SCIENCE 4 POSTS REFNO: 000257**
Directorate: Nursing Education and Training

SALARY : R317 271 per annum (plus benefits) PND1
R390 216 per annum (plus benefits) PND2

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. Minimum 5 years' experience in midwifery practice. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. A minimum of five (5) years' experience in clinical Midwifery Nursing. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and

implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Mrs. T.I. Sithole, Tel no: (011) 983 3010
APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 27 March 2017
NOTE : All applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications and required documents. Certification of documents should not exceed three (3) months period. The complete calendar date must be indicated on the employment history/work experience (CV).

POST 10/75 : **OCCUPATIONAL HEALTH NURSE PRACTITIONER (PNB-1) REF NO: 00026**
 Directorate: Nursing Services

SALARY : R317 271 per annum (plus benefits) per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Diploma in general nursing, BTech /National Diploma in Occupational Health Nursing Science qualification that allows for registration with the SANC. Qualification in Primary Health Care (PHC) and Dispensing will be advantageous. 5 years' experience in providing occupational health services and developing programmes is required. Knowledge of an Integrated Employee Wellness Model would be an added advantage. Strong writing and policy development skills. Strong computer skills. Good verbal and written communication skills- proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and safety. Manage resources to meet the Department's Occupational Health objectives. Provide OH services to employees that lead to the promotion, protection and restoration of the employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop relevant Occupational Health protocols and SOP's. Ensure the rendering of OH and Occupational injury and diseases services to Gauteng Health employees through the means of Employee Wellness Centre. Establish a referral system for institution, programme development, expansion and implementation and marketing of OH services. The incumbent will also be expected to do operational work such as medical surveillance, management of injury on duty, management of medical emergency, PHC and participate in Disaster Management, Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for the OH. Identify training needs and develop programmes. Ensure promotion of health and well-being through OH services.

ENQUIRIES : Mrs. PZN. Mofokeng, Tel no: (011) 089 8540
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Failure to do so will lead to disqualification

CLOSING DATE : 24 March 2017

POST 10/76 : **SOCIAL WORKER GRADE 1 REF NO: 000259**
 Directorate: Rehabilitation Programme

SALARY : R211 263 per annum (plus benefits)
CENTRE : West Rand District Health
REQUIREMENTS : A recognized Bachelor's Degree in Social Work. Proof of registration with SACSSP 2016/2017. Counseling skills, Planning and Organizing. Interpersonal Communication skills. A valid driver's license.

DUTIES : Render Health Social worker Services with Regard to care support, Protection and development through the relevant programmes. Conduct Psychosocial Assessments aimed at identified conditions in individual, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counseling guidance and advice to

the affected individuals, group's families and communities. Study interpret apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in the order to ensure that cognizance is taken of new developments. Liaise / attend meetings with other Departments and non-Governmental institutions to take cognizance of the latest development in the relevant fields. Undertake Research and development. Perform all administrative functions: complete daily and monthly statistics. Compose minutes of meetings. Main physical and or electronic records.

ENQUIRIES : Ms.D .Ratlabala, Tel no: (011) 953 4515
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739, Private Bag X2053, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za
CLOSING DATE : 27 March 2017

DEPARTMENT OF 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, 24 March 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 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 10/77 : **PROJECT MANAGER: INFRASTRUCTURE COORDINATION REF NO: 000237**
 (3 year contract)
 Directorate: Infrastructure Coordination

SALARY : R898 743 - R 1 058 691 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3–4 years Bachelor's Degree in Engineering Sciences or Project Management. A Post Graduate Degree will be an added advantage plus 5–10 years' experience in project management at the middle management level, infrastructure planning. The candidate should be a highly qualified person, with extensive knowledge and experience in project management, planning and oversight of complex of social and economic infrastructure projects Competencies: Project management, Planning, analysis, report writing, and organizing, Change Management, People Management and empowerment, Strategic Management, project Management, analytical thinker, being able to work under pressure. Financial, Computer, Communication, management, administrative and Leadership Skills.

DUTIES : Provide direction in the conceptualization and implementation of the Flagship Programme in Gauteng. Develop and maintain a functional Programme Management Office. Monitoring, evaluating and accurate reporting on the status of the Flagship Projects. Ensuring that milestones set by the programme are attained on time and reported performance is verified to ensure accuracy. Establishes reporting and data verification requirements for the PMO. Develops management

reports and key performance parameters. Ensuring that all procedures and templates put in place are effective and must highlight areas of improvements where necessary. Provide support in planning, implementation and reporting to project managers in the departments responsible for Flagship Projects. Provide the necessary intervention at departmental and project level when required. Maintain and improve communication with and amongst all stakeholders. Serve as a project information Centre.

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 a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools.

OTHER POSTS

POST 10/78 : **STATE LAW ADVISOR GRADE 1, LP-7 REF NO: 000231**
 Directorate: State Law Advisory Services

SALARY : LP-7 R637 860 – R687 150 per annum. All inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : A LLB (or equivalent) degree, admitted or qualify to be admitted to practice as an Advocate or Attorney, plus at least five years' post graduate work experience in a junior management position in a legal environment.

DUTIES : Proven legislative drafting skills and experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and communication skills. Computer literacy (Word, Excel and Power Point). Proven ability to work independently and without constant supervision, yet function as part of a team when required. Resilience and preparedness to deal with administration. Experience in and technical knowledge of civil litigation. Energetic, hard-working professional person with integrity. Constitutional and Administrative Law, and public service experience are added advantages.

ENQUIRIES : Post Content Only: Adv. Monwabisi Nguqu, Tel no: (011) 355 6312
 Other Enquiries: Ms Khanyisile Mafiri, Tel no: (011) 355 6060

POST 10/79 : **DEPUTY DIRECTOR: HR PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: 000234**
 Directorate: Internal Human Resource Management

SALARY : R621 822 - R 721 878 per annum (all inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A 3 - 4 Degree in Human Resource and 4-5 Years' experience in a junior management position. Managerial, Planning, Analyzing, Problem solving, People management, Organizing and Communication (both verbal and writing) skills are key for the position. Computer literacy, knowledge of Public Service conditions and benefits. Knowledge of Government legislation strategies. Project Management. Assertiveness, Strategic thinking, Monitoring and evaluation competencies are essential.

DUTIES : Develop HR policies and strategies. Communicate approved policies to all staff members. Monitor policy implementation and evaluate impact of policies. Drive transformation in the Office of the Premier. Coordinate the development of the HR plan. Facilitate the assessment on the functionality of HR. Drive change management in the Office of the Premier. Analyse trends and come up with recommendations. Drive Employment Equity in the Office of the Premier. Coordinate the 8-HOD principles

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

PROVINCIAL TREASURY

APPLICATIONS : Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. 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 : 24 March 2017

OTHER POSTS

POST 10/80 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES**
 Directorate: Gauteng Audit Services

SALARY : R389 145 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Bcom degree or diploma with 4 years' experience in Performance Auditing and a valid driver's license.

DUTIES : To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and performance audit methodology). Co-ordinate short term (quarterly) plans. Sign-of focus area document prepared by performance audit team. Sign-of planning memorandum prepared by performance audit team. Liaise with team members at the planning, execution and reporting phases of each performance audit project. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Review working papers compiled by the team members and sign-of working papers. Review the audit findings and possible areas for improvement/recommendations. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

ENQUIRIES : Ms. Linda Ninzi Tel no: (011) 227-9000

POST 10/81 : **PERSONAL ASSISTANT: TO TWO (2) DIRECTORS IN STRATEGY MANAGEMENT AND CORPORATE PERFORMANCE, MONITORING & EVALUATION UNITS**
 Directorate: Strategy Management

SALARY : R211 194 per annum (with benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes.

DUTIES : Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans for the Directors to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services: Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budget expenditure and prepare regular expenditure reports. Reporting: Consolidate monthly and quarterly report information for the Directors. Execute any other ad-hoc administrative request as and when required, including general office housekeeping

ENQUIRIES : Ms. Baleseng Sedibe Tel no: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

APPLICATIONS : Applications can be delivered to- The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer All applicants is also encouraged to number the pages of their CV and the attached certified documents

FOR ATTENTION : Ms B. Khutsoane.

CLOSING DATE : 17 March 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 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 POST

POST 10/82 : **SENIOR LEGAL OFFICER (MR6) REF NO: SD/2017/02/01**

SALARY : R392 274 per annum (plus benefits)

CENTRE : Johannesburg Head Office

REQUIREMENTS : An appropriate, B.Proc/LL.B degree. At least 8 years appropriate post-qualification legal experience. Admission as an Attorney or Advocate. Relevant experience in Government processes. Knowledge and understanding of the Public Service legislative framework and Welfare Services laws, as well as drafting and interpretation of Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. **SKILLS:** Interpretation of statute, presentation, research, legislative drafting. Good communication (both written and verbal) as well as interpersonal and well-developed analytical skills.

DUTIES : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation for and on behalf of the Department, drafting of Provincial Laws, regulations, contracts, statutory appeals, vetting of circulars, policies and all queries regarding Departmental policies. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to Welfare Services and attend o assigned duties from the Director. Manage subordinates in the directorate. Policy development and analysis. General support services and management services to the Directorate.

ENQUIRIES : Ms Boitshoko Khutsoane Tel no: (011) 355 7805

NOTE : Errors & Omissions Expected: The department reserves the right to fill or not to fill this position(s). NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)