

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

APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE : 23 March 2018

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 10/80 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT: REFS/002688**
Directorate: Human Resource Management

SALARY : R948 174. per annum. An all-inclusive remuneration package

CENTRE : Johannesburg

REQUIREMENTS : Matric plus Bachelor Degree (NQF Level 7) in Human Resource Management/Development or relevant experience. 6-10 years working experience plus 3-5 in middle management. A valid driver's license. Knowledge and Skills Customer Management, Negotiation, Problem solving, Innovation, Strategic thinking, Negotiation, Planning and Organising, Leadership, Diversity Management, Strategic and Policy development, Diversity Management, Network and Building Bonds, People Management, Delegation, Communication, Visioning, Change Management and Business acumen.: Relevant Legislation, strategies and public Services Regulation, Treasury regulation, knowledge Management, Understanding of Government Programmes and Projects. Team Worker, Problem Solving. Responsive. Flexible/Change oriented. Interpersonal and relations. Customer focus. Credible

DUTIES : To provide effective human resource administration to the Department. Manage and facilitate the provision of labour relations services. Manage, coordinate and facilitation of Performance Management Development Programmes. Manage, coordinate and facilitate Human Resource Planning, Strategy and Human Resource Utilization, organisational development and operations management. Manage and Facilitate the Provision of Employee Health and Wellness Programme.

ENQUIRIES : Ms Nkhensani Manganyi Tel No: 011 689 3701

OTHER POSTS

- POST 10/81** : **ASSISTANT DIRECTOR- ANALYST SYSTEM DEVELOPER REFS/002698**
Directorate: Office of Chief Information Officer
- SALARY** : R334 545. per annum all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognized 3yr National Diploma in ICT or Bachelor's degree in ICT (computer science or Informatics) with 3-5 years' experience directly related to the duties and responsibilities specified Valid Driver's licence. Knowledge and Skills: Knowledge of various platforms (Database management & various programming environments), including: SQL, MySQL, ASP.Net, MVC, C#, VB.Net and extensive knowledge on the .NET environment and Java or other open source software. Development and/or programming design and systems management. Knowledge of applicable data privacy practices and laws. Relevant Public Service Regulations. Understanding of expectations of customers. Duties: Liaise between programmers, the business analyst, the tester, database administrator and the project manager, develop and maintain architecture using new technologies; Recommend frameworks to be used. Provide overall design and structure of the application. Establish coding guidelines (error handling, logging, testing, threading) and enforces guidelines, ensure that the design patterns can be maintained and extended. Version Control, create base lines for new and old source codes and merge change into old base lines. Defines Infrastructure requirements. Develop and deploy new applications, systems software, and/or enhancements to existing applications throughout the enterprise. Provide technical leadership to project managers and programmers working all development project teams.
- ENQUIRIES** : Ms. Nkhensani Manganyi Tel: 011 689 3701
- POST 10/82** : **SYSTEM DEVELOPER REF NO: REFS/002693**
Directorate: Office of the Chief Information Officer
- SALARY** : R226 611. per annum plus service benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric and a recognized 3-year National Diploma in ICT or Bachelor Degree in ICT (Computer Science or Informatics. MCSD Certificate will be an added advantage. A minimum of 1-3 years' experience directly related to the duties and responsibilities specified. Knowledge and skills: Knowledge of system development life cycle (SDLC). Good understanding of databases (SQL & MYSQL). Competent in the following skillsets .Net Environment (C#, Vb.Net), Asp.net, JavaScript, jQuery, CSS, Knowledge of version control products such as (Team Foundation Server (TFS) & SVN), Html, bootstrap and other open source technologies. Good communication and interpersonal skills required to communicate with stakeholders from different business units. Understanding business management principles. Duties: Maintenance and design of new and existing system functionality. Development of enhancements and new applications based on the technical specifications. Arrange project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encode project requirements by converting work flow information into computer language. Administration and development of databases and related processes and procedures for support. Manage and maintain central information management system databases. Ensure systems availability always
- ENQUIRIES** : Ms Nkhensani Manganyi Tel No: 011 689 3701

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 23 March 2018
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An

updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

- POST 10/83** : **DISTRICT DIRECTOR: GAUTENG WEST**
(5 Years Fixed Term Contract Performance Based) Ref No: Gw2018/02/01
District Operations Management
- SALARY** : R948 174. per annum (an all-inclusive package)
CENTRE : Gauteng West District
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
- ENQUIRIES** : Mr MH Tsosane 011 843 6533
- POST 10/84** : **DIRECTOR: SPECIAL INVESTIGATION (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: HO2018/02/02**
Chief Directorate: School Intervention
- SALARY** : R948 174. per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and

strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

- DUTIES** : Ensure that investigations are conducted within the confines of the law. Ensure interventions are conducted to promote improved performance. Develop education governance capacity. Respond to flash points on the instructions of authority to stabilize the situation. Monitor school effectiveness. Develop monitoring mechanisms. Provide advice and guidance in respect of all services, policies, systems and development. Provide reports on the overall planning and functioning of the Directorate. Provide support to the senior manager within the branch. Ensure the effective, efficient and economical management and utilization of resources allocated to the department as outlined in the legislative framework for good governance. Provide and maintain financial management systems that will enable the branch to comply with the imperatives set by the PFMA. Designing and application of the functional policies and procedures. Providing general supervision requirements.
- ENQUIRIES** : Mr MH Tsosane 011 843 6633

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, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- 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.
- CLOSING DATE** : 23 March 2018

OTHER POSTS

- POST 10/85** : **DEPUTY DIRECTOR: QUALITY ASSURANCE – REFS/002675**
Directorate: Centre of Innovation
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all-inclusive remuneration package)
: Johannesburg
: Matric plus a minimum of National Diploma/Degree in Quality Management/Quality Assurance or Quality with 3 to 5 years' experience in leading a team within quality management environment and re-engineering systems' processes or Matric plus 8-9 years' experience in leading a team within quality management environment and re-engineering systems' processes.
- DUTIES** : Identify, adapt and implement most appropriate business process improvement and quality assurance framework and methodology. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the Head of Department to improve the use of performance metrics and

their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit-in departmental Quality Assurance meetings to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/86 : **DEPUTY DIRECTOR: BUSINESS ANALYST – REFS/002676**
Directorate: Centre of Innovation

SALARY : R657 558 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a National Diploma/Degree in Information and Communication Technology (ICT) such as Business Informatics, Information Management, Information Systems, Computer Science or Industrial Engineering with working experience of 3 – 5 years in the business analysis, business process analysis or software engineering OR Matric plus 8-9 years' experience in business analysis, business process analysis or software engineering. The certificates of business analysis will be advantageous. A postgraduate degree will be advantageous.

DUTIES : Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seek to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-

- departmental functional business processes and practices. Continually research more effective and efficient business processes.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
- POST 10/87** : **ASSISTANT DIRECTOR: BUSINESS PROCESS ANALYST (2 POSTS) – REFS/002679**
Directorate: Centre of Innovation
- SALARY** : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a National Diploma/Degree in Business Informatics, Management Services, Information Management, Information Systems or Industrial Engineering with working experience of 2 – 3 years in the business analysis, business process analysis and software engineering OR Matric plus 6-7 years' experience in the business analysis, business process analysis and software engineering. The certificates of business analysis will be advantageous.
- DUTIES** : Performs strategic business analysis for the various business units and supports business units in the application of business process improvement methodology in order to map existing processes and identify improvement initiatives. Analyses customer requirements and advices required process improvements. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. Monitor and report on overall process improvement, integration and streamlining across the e-Government department. Supports the development of appropriate performance metrics linked to core processes. Interpret, evaluate and interrelate research data from various sources, and develop integrated business analyses and projections for incorporation into strategic decision-making and development of improvement initiatives. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Monitor, evaluate and report on overall process improvements across the e-Government. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
- POST 10/88** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT – REFS/002680**
Directorate: Centre of Innovation
- SALARY** : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognised National Diploma/Bachelor's Degree in preferably Information & Communication Technology with 2 to 3 years' experience directly related to the duties and responsibilities specified. At least 2 years' experience in a key role in Information & Communication Technology.
- DUTIES** : Assisting in the development and implementation of a knowledge and information management (KIM) systems for the Department of e-Government. Working with ICT to establish an effective IT infrastructure and related tools for data warehousing and information and knowledge exchange. Assisting in developing organisational processes and culture that actively promotes knowledge exchange. Actively placing content on the Knowledge Portal, to develop the knowledge base accessible to the organisation. Support the development of a knowledge and information management (KIM) policy, strategy and procedures, ensuring integration of data, information and knowledge requirements in a seamless process. Identify knowledge and information requirements of the department, to

ensure knowledge repositories and data banks contain relevant and mission critical information. Assist with the implementation of KIM procedures through ensuring effective communication of requirements across the GDF and devising incentives and sanctions to ensure implementation. Improve document management process through automation and integration into business process redesign. Assist in the integration of KIM strategy with the GPG Departments ensuring that appropriate IT infrastructure and tools are in place to enable effective information and knowledge exchange. Contribute to the project team driving improvements and enhancements through development of KIM framework, ensuring that technology responds to the business requirements of the Department.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/89 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE – REFS/002681**
Directorate: Centre of Innovation

SALARY : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/Degree in Quality Management/Quality Assurance or Quality with at least 2-3 years' experience directly related to the duties and responsibilities of quality assurance and management, or Matric plus 6-7 years' experience directly related to the duties and responsibilities of quality assurance and management. Other relevant experience: Strategy development/quality assurance environment

DUTIES : Develop, Implement, maintain, monitor, evaluate and improve the Quality Management System. Develop QA framework and related tools and ensure implementation across the GPG departments. Support business units to design QA programs and develop service standards and performance metrics. Interpret, evaluate and interrelate research data from various sources, in particular customer satisfaction surveys, and ensure that this informs QA programs, and is integrated into business planning. Coordinate, facilitate and support the development and implementation of special research and/or survey initiatives related to specific research goals with regards to QA. Monitor, evaluate and report on overall quality management across the GPG departments. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organizations and consultants engaged in specifically commissioned quality assurance and management initiatives.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/90 : **ASSISTANT DIRECTOR: RESEARCH – REFS/002683**
Directorate: Centre of Innovation

SALARY : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma or related NQF 6 qualification in preferably Business Management/Economic Sciences (Mathematical statistics / Statistics, Computer Science) with at least 2-3 years' in a key research role with a business improvement environment reports, or Matric plus 6-7 years' experience in a key research role with a business improvement environment reports Relevant experience: R&D experience preferably in the ICT/ R&D Assistant role ideally managing an ICT related unit or supervising staff within a unit/Experience in Enterprise scale Strategic R&D related projects will be highly regarded/Experience in a volume driven government service environment will be an advantage. Knowledge of government policy development; knowledge and understanding of integrated document management system; knowledge management skills; knowledge and understanding of government planning processes and cycle; good knowledge and understanding of Policy Framework for Strategic Plans and Annual Performance Plans; good knowledge and understanding of Framework for Managing Programme Performance Information; good knowledge and understanding of Policy Framework for Government-wide Monitoring and

Evaluation; coordination and planning skills; knowledge of relevant legislation and National Treasury regulations; Skills and competencies: Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management; Problem solving and ability to work independently with limited supervision; People management skills and computer literacy. The incumbent shall be able to write and design research reports and design, administer and report on Surveys.

DUTIES : Conducts research and development activities in the context of new and existing regulations (Data Collection, Analysis, Formatting, Reporting, and Presentation). Execute the daily R&D activities for the GCR, particularly as they relate to ICT process Improvement, innovation and strategy development. Functional support to Directorate. Implementation of work packages within R & D projects, evaluating their outcomes and reporting on overall achievements to Middle and Senior Management. Facilitate specific R&D activities for business units, or assists units in identifying, appointing and managing appropriate service providers. Involvement and coordinating field work. Ensures research undertaken by the e-Government complies with requirements for valid and credible research. Input into overall R&D framework for the GCR and ensure that business units work within this framework. Formulates collection instruments, collects and compiles data into analysis reports for e-Government executives on possible long-term trends and factors that may impact on the GCR. Proactively identifies information and data requirements of the e-Government executives, to ensure that the GCR can become a world-class city region. Develop expertise in the application of analytic models, including forecasting, concept testing, product innovation, and service delivery measurement. Conduct research and development for innovative business solutions. Create and deliver both formal and informal presentations and explanations of study results to internal and external stakeholders. Formulate and adapt research methods and methodologies tailored to suit e-Government & GCR business. Develop and implement protocols for external and internal research. Utilise research web sites and programs in execution of duties. Input into Proof of Concepts and prototype initiatives emanating from Research and/or mandate from e-Government /GCR. Develop Research Agenda for an ICT propelled environment. Write up and design Research Reports. Research, design, administer and report on Surveys. Monitor and assess Research projects.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/91 : **ASSISTANT DIRECTOR: CONTENT MANAGER – REFS/002684**
Directorate: Communications

SALARY CENTRE REQUIREMENTS : R334 545 per annum (plus benefits)
: Johannesburg
: Matric plus a National Diploma/Degree in Journalism or Communications with minimum of 2-3 years relevant experience in content management, or Matric plus 6-7 years' experience in content management. Manage social media platforms. Excellent writing skills in English. Hands on experience. Public sector communication experience.

DUTIES : Develop content strategy aligned with short-term and long-term marketing targets. Research and develop content for the print and electronic Media. Collaborate with content and design teams to Liaise with content writers to ensure manage content distribution to online channels and social media platforms to increase web traffic. Develop an editorial calendar and ensure content team is on board Ensure compliance with law (e.g. copyright and data protection). Stay up-to-date with developments and generate new ideas to draw audience's attention

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/92 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT – REFS/002685**
Directorate: Debt Management

SALARY CENTRE : R334 545 per annum (plus benefits)
: Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12 plus 3 year Degree/Diploma with 2-3 years collection experience/legal collection experience, or Grade 12 plus 6-7 years in collection experience/legal collection experience. Supervisory experience is an added advantage.
<u>DUTIES</u>	:	Supervising the Debt Collection team, ensuring that debts are collected and administered within the SLA. To provide management of accurate and timeous collection reports of all debts and amounts owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Submit monthly productivity report with the SLA. Adherence to audit queries. Management of team's performance evaluation.
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
<u>POST 10/93</u>	:	<u>SENIOR COMMUNICATION OFFICER (2 POSTS) – REFS/002686</u> Directorate: Communications
<u>SALARY</u>	:	R281 418 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 6 in Communication/ Journalism/ Marketing/ Public Relations with 2 years' experience in Communications, or Matric plus 5-6 years' experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills. Good communicator; innovative thinker; attention to detail; time management.
<u>DUTIES</u>	:	To coordinate communications and marketing activities, events, launches, promotions and internal and external To gather intelligence within the organization to facilitate effective communication through all available platforms such as posters, newsletters, brochures, roadshows, promos etc. Coordinate the execution of format and themes for all internal Communications platforms. Compile content for the Newsletter and other publications to be edited by the editor. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Implementation of the internal communications activities Market of e-Services within GPG. Ensure adherence of corporate identity on all branding. Plan and coordinate of stakeholder relation programmes Manage internal marketing platforms
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
<u>POST 10/94</u>	:	<u>SENIOR ADMINISTRATION OFFICER- INFORMATION SECURITY TRAINEE (2 POSTS) REFS/002730</u> Directorate: Information Security
<u>SALARY</u>	:	R281 418 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an IT related National Diploma/Degree with 1-2 years' experience in an Information Security environment OR Matric plus 5-6 years' experience in Information Security environment.
<u>DUTIES</u>	:	To perform work that involves ensuring the confidentiality, Integrity, and availability of systems, network, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures and tools. Train computer users on network and information security procedures. Keep up to date with current cybersecurity trends / techniques and malware plus protecting against them. Support the creation of security related management reports. Create and maintain security systems, and to protect the departments' data and information. Perform a variety of limited technical tasks designed to familiarise the official with regulatory guidelines, terminology, procedures and techniques of Information Security. Provide support and assistance and to work closely with a team leader and/or supervisor, in a training capacity, on assigned tasks
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

<u>POST 10/95</u>	:	<u>PRACTITIONER: INJURY ON DUTY – REFS/002727</u> Directorate: Payroll Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (plus benefits) Johannesburg Matric plus National Diploma/Degree in Human Resource Management or related field with 1- 2 years' experience in the IOD environment OR Matric plus 4-5 years' experience in IOD environment.
<u>DUTIES</u>	:	To effectively verify, capture/approve and resolve GPG HR IOD documents accurately and timeously. Recording of incoming documents, Processing of documents and Quality Assurance. Attend to queries. Check /verify completeness of IOD documents/request from Departments and practitioners. Identify IOD problems, gaps and needs. To maintain good customer relations. Resolve IOD problems and queries. To give advice and training on IOD matters.
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
<u>POST 10/96</u>	:	<u>PRACTITIONER: DEBT MANAGEMENT (2 POSTS) – REFS/002687</u> Directorate: Debt Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (plus benefits) Johannesburg Grade 12 certificate plus a NQF 6 qualification with 1-2 years collection experience or Grade 12 plus 4-5 years administrative experience. Knowledge of BAS/SAP/DEBTPACK/PERSAL is an added advantage. Good communication skills, excellent customer service, office administration, interpersonal, planning and organizing skills are essential.
<u>DUTIES</u>	:	Collection of debt, ensuring that debts are collected and administered within the Service Level Agreement. Provide management of accurately and timeous collection of statistics. Submit a weekly productivity report. Effectively communicate with customers.
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
<u>POST 10/97</u>	:	<u>PERSONAL ASSISTANT – SUPPLY CHAIN MANAGEMENT – REFS/002689</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (plus benefits) Johannesburg Matric certificate plus a Secretarial Diploma or equivalent with 1-2 year's clerical or administrative experience or Matric plus 4-5 years' experience in clerical/administrative. Knowledge and the ability to work on MS- package.
<u>DUTIES</u>	:	Maintain a Document Management System for the unit. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Business Unit. Management of financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as well as adhoc roles as requested.
<u>ENQUIRIES</u>	:	Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
<u>POST 10/98</u>	:	<u>FILING CLERK: DEBT MANAGEMENT – REFS/002692</u> Directorate: Debt Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (plus benefits) Johannesburg Grade 12 certificate plus 1 year' experience in filing. Computer literate. Previous government working experience and previous knowledge of BAS/SAP/Debt Pack/ Peral system will be an added advantage. Excellent customer service is necessary. Good Communication skills (written and verbal). Basic office administration skills. The incumbent must be able to work under pressure.

- DUTIES** : Systematically, pro-actively file all mandates received from the departments. Attend to filing queries. Retrieve and file documents requested by the Auditor General and staff. Follow archiving processes.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898
- POST 10/99** : **FILING CLERK: PAYROLL SERVICES – REFS/002694**
Directorate: Payroll Services
- SALARY** : R152 862 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate plus 1 year' experience in filing. Previous government working experience and previous knowledge of BAS/SAP/Dept pack/ Persal system will be an added advantage. Excellent customer service is necessary. Good Communication skills. Good Office Administration skills (Written and verbal. The incumbent must be able to work under pressure.
- DUTIES** : Receiving and filing of salary mandates and court orders according to prescribed procedures. Scanning and sorting of payroll mandates received from DMC. Retrieve documents requested by salary administrative staff. Retrieve documents requested by auditors/entities, etc.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 03 April 2018, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

- POST 10/100** : **DIRECTOR: ASSET MANAGEMENT (REFS/002722)**
- SALARY** : R948 174. per Annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus Degree in Commerce. Minimum of 5 years' experience at managerial level in the public sector Assets environment. Knowledge of BAS will be a priority. Experience in the preparation of financial reports on assets. Demonstrate adequate experience in handling disposal on a large scale. Proven track record on asset stock take and handling of losses. Knowledge of the PFMA, PPPFA and relevant regulations.
- DUTIES** : Manage the execution of annual asset stock count and coordinate the periodic verification process of assets. Undertake investigation of assets within 3 months after identification of any discrepancy. Coordinate quarterly disposal committee meetings. Preparation of reports for disposal committee, monthly financial statements. Execution of the disposal of assets. Verify the correctness of the procurement request for assets in terms of allocations and procedure. Monthly

reconciliation of assets with regard to purchases, disposals and verifications conducted. Address all asset related audit queries. Coordinate quarterly meetings for updating of intangible asset register. Manage the movement of assets. Report to the Loss Control Officer any asset that is not traceable during the verification process. Investigation of untraceable assets. Continuously updating the asset register.

ENQUIRIES : Mr. Lifi Mahlasela - (011) 355 - 4852.
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OTHER POST

POST 10/101 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT (REFS/002724)**

SALARY : R334 545. per annum
CENTRE : Johannesburg
REQUIREMENTS : Applicants must be in possession of a relevant Degree/ National Diploma in a Risk Management and Auditing field. 3 years relevant experience in the field of risk management and auditing. Extensive knowledge of the PFMA, Public Sector Risk Management Framework and related legislation. Good working knowledge of Microsoft Office, Microsoft Visio, Microsoft Project and Barn owl Risk Management System. Valid South African drivers' license. Core Competencies: Management and Report writing skills. Excellent communication and interpersonal skills. Facilitations skills. Leadership skills. Customer care orientation. An understanding of the housing delivery programme. Ability to function well under pressure and meet prescribed deadlines. Self – starting attitude. Ability to work in a dynamic environment as part of a multidisciplinary team. Problem identification and resolution.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Conduct risk assessments at enterprise/business unit and project level; Compile a Risk Register/Risk Profile and ensure that it is consciously updated by risk owners; Compile monthly risk report for management decisions on the effectiveness of risk mitigation measures; Advise and report on actual noncompliance, incidence and losses incurred; Ensure combine assurance by collaborating and linking risk management efforts with assurance/audit findings and internal control findings; Assist in maintaining an effective system of internal control.

ENQUIRIES : Ms Z Makhubo - (011) 355 – 4841.
APPLICATIONS : Please apply online at www.gautengonline.gov.za
NOTE : A successful candidates must be willing to undergo a security clearance.