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 FOR ATTENTION CLOSING DATE NOTE
Applications must be submitted on a duly online completed Z83 form Human Capital management 03 April 2018
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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.

OTHER POSTS

POST 11/77: ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING COORDINATION – REFS/ 002735
Directorate: Integrated Development Planning Coordination

SALARY: R334 545. (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF level 6/ National Diploma in Development Planning or relevant qualification, coupled with 3 years’ experience in development planning or IDP work environment. Competencies: ability to lead staff and provide directions and guidance in order to deliver on a mandate; ability to utilise all resources that will ensure efficiency and effectiveness in delivering outputs; systematically identify, analyse and resolve problems in a timeous manner; research skills; facilitation and presentation skills; assertiveness; computer skills; conflict resolution skills; interpersonal relations; networking skills; negotiation skills; team work; work independently; planning and organisational skills; project management. A valid driver’s licence.

DUTIES: Ensure close interaction with IDP coordinators (through the TSC); Collate and disseminate all GPG strategic plans and their programmes of actions to municipalities; Through the TSC, provide strategic support into IDP preparation, integration, alignment and review processes in the region; Coordinate, facilitate and provide support with regards to integration and alignment of IDPs; Facilitate sector departments involvement in the preparation and integration of Municipal ID’s; Monitor the process of IDP preparation, review, integration and alignment with the Provincial and National Development Strategies, Policies and Programmes; Monitor progress regarding work done by the TSC on the IDP preparations; Attend monthly departmental IGR Technical Meetings; Ensure that all draft IDPs are disseminated to all TSC members within 30 days of final IDP Submission (by 31st March), in terms of the Municipal Systems Act (MSA); Communicate the MEC comments to relevant stakeholder and facilitate the drafting of the Departmental Plans of Action as an input into the IDP review process; Lead and facilitate sector participation in the IDP process; Comments to this effect must be made available to aid in aligning IDPs with Provincial strategies as well as horizontal alignment between IDP’s of municipalities in the region; Collate, disseminate and package all GPG technical comments regarding draft IDP’s to municipalities; Assist and disseminate initial drafts of MEC comments to TSC for input; Consult Technical Steering Committee (TSC) and other stakeholders regarding the commenting process of municipal IDP; Facilitate TSC working sessions and discussions on CAPEX; Participate in the collation of and the dissemination of Provincial consolidated inputs by Jan
each year; Submit monthly reports on 1st working day of every month; Submit Quarterly reports on first working day of every term; Attend monthly Unit meetings week and report on the work done as well as the plan for the week; Provide written reports on all IDP related sessions, conferences and workshops attended within 5 days of attendance.

ENQUIRIES : Andy/ Caiphus, Tel (011) 355 4227/4654

POST 11/78 : SENIOR STATE ACCOUNTANT: BUDGET CONTROL – REFS/ 002770
Directorate: Financial Management Accounting

SALARY : R281 418. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Financial Management or relevant qualification, coupled with 2-3 years’ experience within the budget control environment in the Public Sector. Competencies: Attention to detail, Creativity, Financially disciplined, Numerically oriented individual, Analytical skills, Budgeting skills, Financial Management skills, Numerical skills, Communication skills, Problem solving skills, Conflict management skills, Interpersonal skills, Planning and organizing skills, Leadership skills, Coordination skills, Facilitation skills, Knowledge and understanding of legislative, policy and institutional framework governing budget management systems, procedures and processes in the Public Service.

DUTIES : Compile section 40 cash flow projections on the prescribed template by due date to Assistant Director; Align Section 40 projections according to the approved EPRE; Compile and submit the accurate audit committee reports as per the set deadline to Assistant Director; Compile a complete and accurate appropriation statement on a quarterly basis as input for preparation of Annual/Interim Financial Statements; Ensure that the expenditure is within the budget and aligned with the Standard Charts of Accounts (SCoA) codification; Compile and submit credible in-year-monitoring report for checking to Assistant Director; Compile monthly revenue report; Prepare cash-flow management reports; Compile the expenditure report for programme managers on a weekly basis; Compile accurate spreadsheet for shifts and virement; Compile annual and adjustment estimate budget in line with Provincial Treasury guidelines; Compile budget capturing spreadsheet workings as per business units’ input; Capture accurate budget on BAS in line with workings prepared and EPRE; Manage staff performance, development and training; leave plan; Coordinate directorates audit queries; Ensure adherence to PFMA and Treasury Regulations.

ENQUIRIES : Andy/ Caiphus, Tel (011) 355 4227/4654

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 : 06 April 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).
MANAGEMENT ECHELON

POST 11/79: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A (2 POSTS) REF NO: HO2018/03/01
Directorate: Infrastructure Delivery

SALARY: R935 152. per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Degree in Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Civil/Structural Engineer] Six years’ experience post qualification. Valid Drivers’ License. Computer literate.


ENQUIRIES: Ms. W Radzilani Tel No: 011 843 6540

OTHER POSTS

POST 11/80: DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (CIVIL/STRUCTURAL ENGINEERING) REF NO: O2018/03/02
Directorate: Infrastructure Delivery Management

SALARY: R779 295. per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual’s needs. The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Degree or Equivalent in Civil/Structural Engineering. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.

ENQUIRIES: Ms. W Radzilani Tel 011 843 6540

POST 11/81: DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (ARCHITECTURAL) REF NO: HO2018/03/03
Directorate: Infrastructure Delivery Management

SALARY: R779 295. per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual’s needs. The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Degree or Equivalent in Architectural Studies. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.

ENQUIRIES: Ms. W Radzilani Tel No: 011 843 6540

POST 11/82: CONTROL WORKS INSPECTOR REF NO: HO2018/03/04 (2 POSTS)
Directorate: Maintenance

SALARY: R417 552. per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: National Diploma in Building or N3 with passed Trade Test. Other requirements: Six Years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES: Manage District inputs for infrastructure planning. Manage implementation of all maintenance projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage preparation of tender documentation. Manage payments against budgets. Provide inputs to the preparation of the maintenance policy, strategy, plan and budget. Manage people and finances.

ENQUIRIES: Ms. W Radzilani Tel No: 011 843 6540

POST 11/83: WORKS INSPECTOR (3 POSTS)
Directorate: Maintenance

SALARY: R183 558. per annum (Plus Benefits)
CENTRE: Johannesburg East District Ref No: HO2018/03/05 Sedieng East District Ref No: HO2018/03/06 Gauteng East District: Ref No: HO2018/03/07
REQUIREMENTS: National Diploma in Building or Electrical or N3 with passed Trade Test. One years’ experience post qualification. Valid Drivers’ License. Computer literate.
DUTIES: To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES: Ms. W Radzilani Tel No: 011 843 6540

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za
CLOSING DATE: 06 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.

**OTHER POST**

<table>
<thead>
<tr>
<th>POST 11/84</th>
<th>DEPUTY DIRECTOR: EXECUTIVE SUPPORT SERVICES (REFS/002763)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R657 558. per annum (All inclusive package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Matric plus appropriate Degree (NQF 7) qualification in Business/Public Administration/Business Management or equivalent. Minimum of 3 – 6 years relevant experience of which 3 years will be at Junior Management level. Competency: Analytical Capacity, Leadership, People Management, Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions; Team leadership; Creativity, Conflict Resolution; decision making; Negotiation skills; communication skills (written &amp; spoken)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To provide intergovernmental relations and Administrative support to the Office of the HOD. Ensuring that all queries and question are responded to by responsible managers and are reviewed before submitted to the HOD. File copies of every document that are submitted or received by Head of Department. Maintain and enhance the image of the Executive Support Services by providing professional, cordial and efficient verbal and written communication. Analyse all written communication, correspondence and documents addressed to the Office of the HOD and prepare written critique and comment for the Director. Perform any task as required by the Director and the Office of the HOD. Develop and manage risk and audit mitigation strategies for the sub-directorate. Prepare documentations and reports for submission to all intergovernmental structures and committees. Provide reports on the implementation of the decisions of external meetings in National, Provincial and Local sphere. Coordinate, analyze and consolidate all reports from the different branches in the Department for submission to stakeholders on due date. Prepare operating manuals and other documentation formats in relation to reports, memoranda, technical documents and statistical charts.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. S Ragwala (011) 355- 4820</td>
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</tbody>
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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.*

**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(s) no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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**

<table>
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<tr>
<th>POST 11/85</th>
<th>SOCIAL WORK POLICY MANAGER SOCIAL PROBATION SERVICES AND SUBSTANCE ABUSE REF NO: SD/2018/03/03</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R712 827 per annum (within the OSD Framework)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office</td>
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</tbody>
</table>
**REQUIREMENTS**

Degree in Social Work. A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the South African Council for Social Services Professional of which 5 years must be appropriate management experience at a level of Social Work Policy Developer or Supervisor. Knowledge and understanding of legislative, policy and institutional framework governing probation services, child justice, criminal justice system and social crime prevention in the social welfare sector as well as the departmental priorities, commitments, policies, processes and procedures pertaining to child and restorative justice. A valid driver's license. Proof of Registration with SACCSP. Skills: Good strategic planning and capability, Sound financial management, project and program management, monitoring and evaluation, report writing, verbal and written communication skills.

**DUTIES**

Manage development of provincial guidelines and standards operating procedures that guide delivery of services for children and adults in conflicts with the law and probation services. Provide strategic leadership in sub-directorate and manage implementation of social crime awareness and prevention programmes and training and capacity building programmes. Manage quality assurance processes, including monitoring of funded NPO's providing social crime prevention and diversion programme as well as programme performance reporting process. Maintain database of NPO's providing diversion and social crime prevention programmes. Provide supervision to Social Work Policy Developers. Perform administrative functions required in the sub-directorate.

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg - or posted to - Private Bag X35, Johannesburg, 2000

**FOR ATTENTION**

Mr Z Jaca

**CLOSING DATE**

03 April 2018

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**REQUIREMENTS**

A Bachelor Degree or a three year relevant tertiary qualification, 3-5 years' experience, relevant, in office administration environment. A valid driver's license (attach). Skills and Competencies: Knowledge and understanding of public service policies and procedures. Good understanding and knowledge of Provincial and National government functions and protocol. Extensive knowledge of MS Word, Excel and Power Point. Excellent Project Management skills, Good verbal and written communication skills, problem solving skills. Personal attributes relevant to this position includes innovation and creativity, as well as the ability to work under pressure. Ability to communicate with all levels of management. Knowledge of filling system in both electronic and physical filling.

**DUTIES**

Execute research, analyse information and compile complex documents for the DDG. MPAT- actively coordinate MPAT submissions, member of Technical Steercom on MPAT. Follow-up and compile reports of a transversal nature for the DDG. Track meeting of deadlines and submissions on behalf of the DDG. Record minutes/ resolutions and communicate/ disseminate to relevant role players and prepare briefing notes as well as other documentation. Coordinate legislature enquiries and high level meetings including overseeing the logistics & transport. Manage financial and human resource of the Office.

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000

**FOR ATTENTION**

Mr H Pillay

**CLOSING DATE**

03 April 2018
POST 11/87: ASSISTANT DIRECTOR AUXILIARY SERVICES REF NO: SD/2018/03/05

SALARY: R334 545 per annum (plus benefits)
CENTRE: Emmasdal Child and Youth Care Centre

DUTIES: Manage HRM, finance and supply chain. Oversee general administration support functions including outsourced services, food service and switchboard service. Oversee fleet management functions. Manage infrastructure upgrading and maintenance functions. Prepare institutions budget. Develop operational plan for the unit and manage staff performance.

ENQUIRIES: Ms R Human (016)340 1056
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Emmasdal CYCC, Plot 390 Vaal Dam Road Heidelberg near Ratanda.

POST 11/88: OCCUPATIONAL THERAPIST REF NO: SD/2018/03/06

SALARY: R281 148 per annum (within the OSD Framework)
CENTRE: Dr Fabian and Florence Ribeiro Treatment Centre


ENQUIRIES: Mr Z Jaca Tel: (011) 355 7678
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg – or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION: Mr Z Jaca
CLOSING DATE: 03 April 2018
POST 11/89 : PROFESSIONAL NURSE (GENERAL) (5 POSTS)

Ref No: SD/2018/03/07- JW Luckhoff Child and Youth Care Centre
Ref No: SD/2018/03/08-Emmasdal Child and Youth Care Centre

SALARY : R226 083- R 431 262 per annum (within the OSD Framework)

CENTRE : JW Luckhoff Child and Youth Care Centre x2 Posts
          Emmasdal Child and Youth Care Centre x3 Posts

REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

DUTIES : Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters

ENQUIRIES : Ms J Fouche (010) 344 1280- JW Luckhoff CYCC
             Ms T Chauke (016) 340 1056- Emmasdal CYCC

CLOSING DATE : 03 April 2018

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg - JW Luckhoff CYCC, (Ms J Fouche (010) 344 1280)
                R23 Old Heidelberg Road, Heidelberg, Emmasdal CYCC, Plot 390 Vaal Dam Road Heidelberg near Ratanda;(Ms T Chauke (016) 340 1056)