

**PROVINCIAL ADMINISTRATION: GAUTENG
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 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE : 13 April 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 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 (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier 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 13/132 : **CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: 002811**
Chief Directorate: Development Planning

SALARY : R1 127 334 (All-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : A Post Graduate Degree in Built Environment with specialisation in one or more of the following fields: Development Planning, Town and Regional Planning, Architecture, Quantity Surveying and a management course. At least 10 years' experience in the public-sector environment and in managerial position. Strategic capability, planning, policy development and analysis, information management, and research skills are a requirement. The candidate must be computer literate, client centric with good people and stakeholder management skills. A strong policy background, land use management, spatial planning, GIS, integrated planning, knowledge in policy analysis and interpretation. Strong coordination, problem solving and negotiating skills; Knowledge of financial management, project management and service delivery innovation. Excellent analytical and report writing skills. Registration as a professional planner with SACPLAN is a requirement. A valid driver's licence.

DUTIES : Development and implementation of development/spatial planning and urban management policies throughout the Gauteng City Region. Specifically drive the implementation of the Gauteng Spatial Development Framework and support municipalities in the implementation of municipal spatial development frameworks. Ensure alignment of the spatial plans and frameworks in the city region. Support Gauteng municipalities and the province in the implementation of SPLUMA and ensure a single land use management system in Gauteng. Management of research on spatial, economic, land use, development planning, infrastructure and social matters. Drive engagements with key

stakeholders in the city region on urban development and spatial planning matters. Ensure integrated planning and provide advice to stakeholders including local and national government. Participate and provide strategic direction to IDP processes. Manage the Spatial Unit and its resources, including GIS, land use management and legislation, integrated and spatial planning functions. Ensure compliance with all relevant legislative, statutory and regulatory frameworks.

ENQUIRES : Ms Gugulethu Mdhuli Tel: (011) 298 5651

OTHER POSTS

POST 13/133 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: 002627**
Directorate: Stakeholder Management

SALARY : R657 558 – 774 576 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : 3–4-year degree in International Relations/Political Science/Public Administration/ Development Cooperation/International Political Economy/Diplomatic Studies/Developmental studies, a background in Economics would be an added advantage. 4-5 years' experience in a Junior Management position in International Relations in the Public sector. The candidate should have a good understanding of government priorities, knowledge of the South African political landscape and the socio-economic environment. He/she must possess a good understanding of South Africa's foreign policy and diplomacy management and processes including the role of provinces in this regard. The successful candidate must possess monitoring and evaluation or project management, strong communication, strategic and supervisory skills. In addition, research, policy analysis, report writing skills and stakeholder management. A valid driver's licence. Ability to work in a highly-pressured environment and function with professional integrity and ethical conduct.

DUTIES : Conduct international relations support through research, provide policy analysis and support on matters related to International Relations including the development of briefing notes including annual provincial International Relations programmes, the review, development and implementation of the international relations strategy and diplomacy management and coordination. Facilitate the coordination and monitoring of international relations activities to complement the achievement of relevant socio economic outcomes in line with the Executive Council approved strategies. Provide technical, administrative support and direction in the planning and execution of the functions pertaining to International Relations to the Executive Council and Gauteng Provincial Government Departments. Monitor the implementation of international agreements, evaluate their effectiveness and prepare memoranda to inform the Executive Council in this regard. Develop and follow up on policies and strategies, monitoring and producing reports. This includes planning and management of relevant resources including projects and budget in the sub-directorate.

ENQUIRIES : Ms Gugulethu Mdhuli Tel: (011) 298 5651

POST 13/134 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 002333**
Directorate: Transversal HR

SALARY : R417 552 – R491 847 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3-4-year Degree in Social Work or Psychology or related field. Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Minimum of 3 years' relevant experience in: an Employee Health and Wellness environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Registration with the relevant professional body e.g. SACSSP or HPCSA and a valid driver's license are compulsory. Personal Profile: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

- DUTIES** : Ensure coordination, monitoring and evaluation of the EHWP in the GPG. Communication and marketing of EHWP priorities. Advise on EHWP implementation in the GPG Departments in line with the DPSA framework and policies. Coordinate GPG EHWP forums. Manage Projects. Data analysis and advisory on Health and Wellness risk trends in GPG. Develop programmes in line with the DPSA framework as part of departmental institutional support and development.
- ENQUIRIES** : Mr Tshepo Rasego, Tel: (011) 298 5696/5661
- POST 13/135** : **ASSISTANT DIRECTOR: BRANDING REF NO: 002810**
Directorate: Branding and Marketing
- SALARY** : R334 545 – 404 121 per annum
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/degree in Marketing and Brand Management, 2 years' experience in Marketing and brand management.
- DUTIES** : Development of strategy, policy and proposals for the Gauteng Provincial government, supporting brands and agencies. Develop creative strategies for GPG campaigns, copywriting for adverts, digital marketing, TV, radio, print and outdoor advertising. Facilitate the implementation of campaigns across various communication platforms and measure the impact of marketing efforts. Manage brand products and ensure brand visibility at every touch point, manage branding material at various events. Manage the GPG corporate identity, ensure the CI is applied consistently and correctly across GPG departments partners and agencies. Ensure that online materials are clear, compelling and up to date with the branding strategy. Manage all brand assets, brand logotype, brand colours.
- ENQUIRIES** : Ms Gugulethu Mdhuli Tel: (011) 298 5651

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.

- 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
- CLOSING DATE** : 13 April 2018
- 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). 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. 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.

MANAGEMENT ECHELON

- POST 13/136** : **CHIEF DIRECTOR: NPO DEVELOPMENT AND SUPPORT: REF NO: SD/2018/04/01**
- SALARY** : R1 127 334 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
- CENTRE** : Johannesburg Head Office
REQUIREMENTS : A Bachelor's Degree in Community Development or Social Work or Development Studies or equivalent qualification NQF level 7 as recognised by the South African Qualification Authority. Five years' experience in senior management, a minimum five years senior management experience in the

Social Welfare Service Delivery Environment (Social Welfare Services or Community Development or Social Security), extensive experience in Non-profit Organisation partnerships and funding. Understanding of the Social Welfare Service Delivery and Community Development Framework and the practice environment. Knowledge of relevant Public Service legislation, Policy and Institutional framework governing Community Development and Non-profit Organisations in the public service as well as in the NPO environment. Knowledge and understanding of the Departmental and Sector priorities on NPOs, Sustainable Livelihood, Nutrition and Food Security, Youth and Women Empowerment, social Cooperatives and related policies and procedures. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change Management. Communication skills. Service delivery innovation. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. Honesty and integrity.

- DUTIES** : Strategic Coordination of the Community Development & Research - lead the resourcing, programming and social mobilization aimed to break the cycle of inherited poverty by increasing access to community development, sustainable livelihood and poverty reduction programmes. NPO Financing, Capacity Building & Monitoring – lead the resourcing and programming for the NPO Financing, Capacity Building, Monitoring and Evaluation, including the effective and efficient management of the NPO Budget administration processes.
- ENQUIRIES FOR ATTENTION NOTE** : Mr DP Sambo, Tel No: (011) 355 7701
 : Mr DP Sambo
 : Successful candidates will be subjected to security clearance as well as competency assessment.

OTHER POSTS

- POST 13/137** : **CHIEF ENGINEER: MECHANICAL: REF NO: SD/2018/04/02**
- SALARY CENTRE REQUIREMENTS** : R935 172 - R1 773 930 per annum (within the OSD Framework)
 : Johannesburg Head Office
 : A Degree in Engineering with six years' experience post qualification. A valid South African Driver's License. Computer Literate. Registered as a Professional Engineer: Mechanical with registration of the Engineering Council of South Africa. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, occupational health and safety acts and regulations. Skills: Financial, Strategic and People management skills.
- DUTIES** : Manage mechanical engineering functional and technical norms and standards in terms of all projects by complying with legal, safety and health requirements. Develop mechanical Engineering policies, procedures and criteria of all infrastructure programmes and projects and prepare commissioning plans from an engineering perspective. Provide infrastructure planning for projects initiation reports, inputs to all As Built Plans and assist with Technical Condition Assessments from engineering perspective. Manage PSPs and Contractors appointed for NPO facilities. Review infrastructure programme and project evaluation and participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Monitor, engage and interact with relevant continuous professional development activities and Bodies/Councils.
- ENQUIRIES FOR ATTENTION** : Ms E Choshi Tel: (011) 355 7700
 : Ms E Choshi
- POST 13/138** : **CHIEF ARCHITECT: REF NO: SD/2018/04/03**
- SALARY CENTRE REQUIREMENTS** : R805 806 - R1 505 937 per annum (within the OSD Framework)
 : Johannesburg Head Office
 : A Bachelor's Degree in Architecture. Registered as a Professional Architect SACAP with six year's post qualification. Valid driver's Licence. Computer Literacy.
- 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. Monitor the implementation of Programmes/Projects. Approve Project stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES
FOR ATTENTION

: Ms S Moloi Tel: (011) 227 0062
: Ms S Moloi