

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE 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 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za
- CLOSING DATE** : 20 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.

OTHER POSTS

- POST 14/38** : **ASSISTANT DIRECTOR: DEVELOPMENT COMMUNICATIONS AND OUTREACH REF NO: 002815**
Directorate: Development Communication
- SALARY** : R334 545 - R404 121 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : 3-year Degree / National Diploma in Communication or Public Relation or other qualifications. 2-5 years' experience in related environment. Relevant experience in stakeholder management, advocacy, public relations and events management, media relations, protocol services and corporate social investment, writing and content management. Knowledge of development communication and public advocacy, public policies and social affairs, client orientation and ability to innovate. Knowledge of communications strategy, policy and legislative framework in the Public sector. Good customer focus and responsiveness, analysis, communication, information management, Honesty, integrity, project management, report writing, planning, organising, financial management, marketing, stake holder relations and relationship building skills. Good computer literacy (MS Office package). A valid driver's license.
- DUTIES** : Develop and implement stakeholder relations and public participation strategies in ensuring direct interaction between government and targeted stakeholders and the public. Liaise and coordinate external communications with relevant stakeholders and assist in facilitating integration and co-ordination of communication within the department and GPG. To maintain a high level of awareness of the department and its programmes. To gauge public and media profile analysis through available

research tools. To capacitate management and communication unit on development communication and media related issues. Management of the Departmental events, promotional material, programmes and services. Provide input on external communications adjustment budget and monitoring expenditure on external communications activities. To assist in increasing public awareness and change perception. To build relations with the media and facilitate interaction between department and media. To assist in creating a high profile for the department and its leadership. To facilitate an open relationship with the media. To implement communication strategy and policy. To provide an effective and efficient support service. To be responsible to mobilise and liaise with communities and other stakeholders on public events. To utilise research in identifying community needs and communicating information that empowers the community. Mentor and support communication staff. Provide monthly report and quarterly reports for APP and managing staff, development, training and leave plans. Manage the sub directorate's physical resources financial management. To manage content and be responsible to write developmental communication articles.

<u>POST 14/39</u>	:	<u>SENIOR ACCOUNTANT REF NO: 002814</u> Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R281 418 – R331 497
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Financial Accounting with 1-3 years' relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), SAP, the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be and added advantage.
<u>DUTIES</u>	:	Support the Assistant Director: Financial Accounting in the overall execution of his/her duties. Request reports on BAS/SAP and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Review and sign off payment batches, Supervise the issue and replenishment of petty cash by the Accountants/cashiers, Supervise the issuer of receipts and banking, Review and sign off the travel and subsistence claims, supervise junior staff within the Accounts Payable section, Review, monitoring and approval of journals, Authorising payments on SAP, attend to supplier's queries and resolve them, Daily authorisation of financial matters and payments in line with delegated powers. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.
<u>ENQUIRIES</u>	:	Mr Tshepo Rasego Tel: 011 298 5651