

**PROVINCIAL ADMINISTRATION: GAUTENG
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** : 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.
- CLOSING DATE** : 04 May 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. Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POST

- POST 16/64** : **PERSONAL ASSISTANT: RESOURCE MANAGEMENT REF NO: REFS/002690**
Chief Directorate: Resource Management
- SALARY** : R226 611 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : 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)
- DUTIES** : Maintain a Document Management System for the Chief Director: Resource Management. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Chief Director's office. 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.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel: (011) 689 4648 or Ms. Portia Makotwane, Tel: (011) 689 8898

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** : 04 May 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (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 16/65** : **CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 002844**
Chief Directorate: Monitoring and Evaluation
- SALARY** : R1 127 334 – R1 347 879 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor degree and a post graduate qualification in Strategy, Monitoring and Evaluation or Public Administration. At least 5 years' experience in the public-sector environment, good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Strong information management and project management skills.
- DUTIES** : The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier's strategic planning framework; including the following: Five-year strategic plan, and three-year annual performance plan. Provide strategic and operational support and advice to the Director General and Premier. Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development and coordination of a service delivery improvement plan for the Office of the Premier. Monitoring, evaluation and reporting of progress made against the implementation of the service delivery improvement plan. Reviewing and updating the service delivery improvement plan on an annual basis. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Interpret and analysis reports, coordinate and compile reports to relevant stakeholders, e.g. Legislature, OCPOL, SCOPA, MTEC, Audit Committee, EMT and BMT. Establishment, roll out, management and evaluation of an organisational performance management systems for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise and changes required to the knowledge management systems. Formulate policies and procedures.
- ENQUIRES** : Ms Gugulethu Mdhului Tel No: (011) 298 5651
- POST 16/66** : **DIRECTOR: STATE LAW ADVISOR (SPECIALIST LITIGATION) REF NO: 002845**
Directorate: State Law Advice
- SALARY** : R1 152 483 – R1 748 583 (LP10) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and admission as an Attorney or qualify for admission. Minimum of 5 years' post qualification experience in handling of litigation. Public sector experience in law and advise. Understanding of laws that impact on public administration. Knowledge of general legal practice. Good communication skills (verbal and written). Planning and organizing. Strategic thinking and good

presentation skills. Ability to function under pressure and to deliver work in a short turnaround time.

DUTIES : The incumbent will be responsible to provide legal advisory service that is accurate, reliable and relevant. Deal with legal aspects in Cabinet submissions. Attend to litigation involving the Office of the Premier without negative procedural consequences. Analyse trends and monitor province wide litigation. Host and successfully coordinate provincial legal advisor forum. Prepare legally sound agreements for Office of the Premier (OoP) and vet International Twinning Agreements. Ensure increased provincial compliance to legislation. Maximise productivity through effective work flow. Manage subordinates.

ENQUIRES : Ms Gugulethu Mdhuli Tel No: (011) 298 5651

POST 16/67 : **DIRECTOR: PUBLIC LIAISON HOTLINE REF NO: 002846**
Directorate: Hotline

SALARY : R948 174 – R1 116 918 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : 3-4-year Bachelor's Degree in Public Administration/Management. 5 years' experience in Middle Management level. Technical knowledge of Systems Applications and Products (SAP) and Customer Relations Management (CRM). Sound experience in managing a medium to large contact centre. Key Competencies: Strong strategic capability and leadership skills. Strategy and policy development. Strong project management capabilities and track record of innovation. Self-driven with exceptional problem solving skills. Proven ability to build and lead a team. Good interpersonal and communication skills. Excellent client orientation and customer focus. Strong finance and management skills. The candidate must have advanced computer skills, and have the capacity to multi-task. In addition, must have the ability to work under pressure and meet deadlines.

DUTIES : The incumbent's responsibility will be to develop and implement a single point of contact multiple channel Gauteng provincial government Hotline. Provide a mechanism for the GCR to provide and share information with the public and seek to resolve complaints and improve service delivery. Develop and implement a case management system that connects Gauteng City Region departments and agencies to the Hotline. Develop and implement customer centric policies, processes and procedures to manage the Hotline operations. Become the custodian of the memorandum of understanding (i.e. MoUs) between the Hotline and Gauteng City Region departments and agencies. Keep the Hotline ICT infrastructure up-to-date and stable at all time. Manage the budget allocation and control overs/underspending. Recruit, train, develop and manage the performance of Hotline staff.

ENQUIRES : Ms Gugulethu Mdhuli Tel No: (011) 298 5651

OTHER POSTS

POST 16/68 : **DEPUTY DIRECTOR: STATE LAW ADVISOR (STATE LAW ADVISOR GRADE 1) REF NO: 002847**
Directorate: State Law Advice

SALARY : R684 423 – R737 313 (LP7) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and /or equivalent qualification in law, and must be admitted to practice as an Advocate or Attorney, or qualify to be admitted as such. Appropriate experience of at least 3 years in a legal environment, with Public Service Law experience. Proven civil litigation experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and verbal communication skills. Proven ability to work independently and without constant supervision.

DUTIES : The incumbent's responsibility will be to handle litigation involving Office of the Premier (OoP). Assist with Province wide implementation and monitoring of Provincial litigation management. Update litigation data base and prepare bi-annual reports and analysis of litigation trends. Furnish legal opinions on matters

of law. Draft agreements for Office of the Premier. Ensure compliance to laws. Assist with co-ordination of Provincial Legal Forum.
ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

POST 16/69 : **DEPUTY DIRECTOR: LEGISLATIVE DRAFTING (STATE LAW ADVISOR GRADE1) REF NO: 002848**
 Directorate: State Law Advice

SALARY : R684 423 – R737 313 (LP7) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and /or equivalent qualification in law, and must be admitted to practice as an Advocate, or qualify to be admitted as such. Legislative drafting (not drafting of pleadings) experience of at least 3 years. Constitutional and Administrative Law experience. Legal opinion writing experience. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and verbal communication skills. Proven ability to work independently and without constant supervision.

DUTIES : The incumbent will be responsible for drafting and final editing of legislation, as well as work with the GPG on the preparation of Bills. Certifying of Bills before submission to the Legislature. Amending of Bills in line with decisions of the Legislature. Participation in legal forum. Keeping abreast of legal developments. Undertaking continued legal education and training of staff on the legal frameworks. Furnish legal opinions to all Provincial Departments, especially where possible conflict of laws and uncertainties exist with regards to interpretation. Drafting, certification and interpretation of subordinate legislation.

ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

POST 16/70 : **OFFICE MANAGER TO THE DDG: ESSM REF NO: 002849**
 Branch: Executive Support and Stakeholder Management

SALARY : R281 418 – R331 497 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Public Administration/Management or Office Management. Minimum of 3 – 5 years in rendering support to a manager, with experience in Public Service Structures. Advanced project management, Human Resource, Financial and management skills. Good conflict management, report writing, communication, organizing, coordinating and computer skills are pre – requisite. Knowledge in records management, policy research and government communication.

DUTIES : The incumbent will be responsible to provide secretarial/receptionist and administrative Support services in line with MISS to the DDG. Management and coordination of the DDG's diary. Management of records and the flow of documents in the DDG's office. Providing support to the DDG and the Branch regarding meetings. Assist with the administration and controlling of the Branch's budget. Deal with the procurement of standard items in the DDG's office. Check and correlate BAS report to ensure that expenditure is allocated correctly. Administer and coordinate the Branch's management structures. Administrative oversight over tracking and monitoring of the implementation of the executive decision of the Branch. Set up and maintain system of the office of the DDG that will contribute towards improving efficiency in the office.

ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651