

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*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.*

<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a duly online at <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a> with completed Z83 form
<b><u>FOR ATTENTION</u></b>	:	Human Capital management
<b><u>CLOSING DATE</u></b>	:	25 May 2018
<b><u>NOTE</u></b>	:	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 <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a> 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 POST**

<b><u>POST 19/53</u></b>	:	<b><u>ASSISTANT DIRECTOR – REFS/ 002895</u></b> Directorate: Transformation Programmes
<b><u>SALARY</u></b>	:	R334 545 (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF level 6/ National Diploma in Social Science/ Development Studies or any Administration related qualification, coupled with 3 years' experience in Gender, Youth and People with Disability mainstreaming environment in the public service. Competencies: Sensitivity to youth, people with disabilities and women; Diversity centred; Respect for targeted groups; Project and Programme Management skills; People Management skills; Client Orientation and customer focused skills; Proven Planning, Organizing, Communication and Report Writing Skills; Coordination Skills; Analytical Skills; Knowledge and understanding of legislative and Policy framework governing Gender, Youth and Disability Mainstreaming in the Public Service; Knowledge and understanding of Gender, Youth and Disability Mainstreaming Programmes, processes, systems and procedures in the Public Service; Knowledge of and understanding of Supply Chain Processes and Financial management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Track departmental performance on GEYODI targets and plans from the relevant business units; Manage all logistics related to GEYODI and the committees; Co-ordinate and compile reports to the HOD, MEC and the legislature; Identify and apply relevant legislation, prescripts and frameworks guiding or underpinning public sector operations; Apply legislative regulations to contracts, projects and programs within area of operation; Implement action plans on GEYODI mainstreaming; Assist in the development of Departmental Gender, Youth and people with Disability Mainstreaming Action Plans; Assist in the Review of the Departmental Gender, Youth and people with Disability Mainstreaming Programmes; Conduct advocacy sessions on Departmental Gender, Youth and people with Disability Mainstreaming programmes; Track municipal performance on GEYODI targets and plans from municipalities; Co-ordinate and compile reports to the HOD, MEC and the legislature; Manage all logistics related to GEYODI and the committees; Assist in the development of Municipal Gender, Youth and people with Disability Mainstreaming Action Plans; Assist in the Review of the Municipal Gender, Youth and people with Disability Mainstreaming Programmes; Conduct advocacy sessions on Municipal Gender, Youth and people with Disability Mainstreaming programmes; Assist in conducting compliance of Departmental and Municipal Programmes to Gender, youth and people with disability mainstreaming targets, policies and action plans; Implement corrective actions; Identify GEYODI/Transformation empowerment programmes for the department and

municipalities; Report on the implementation of corrective action on Departmental and Municipal Programmes; Assist in the preparation and submission of quarterly, bi-annual and annual Gender, Youth and People with Disability Mainstreaming reports; Prepare and submit on Gender, Youth and People with Disability Mainstreaming ad-hoc oversight reports as required; Management of Administrative staff performance contracts, reviews and development plans; Management of Administrative staff leave plans; Management of Administrative staff disciplinary and grievance matters.

**ENQUIRIES** : Andy/ Caiphus, Tel No: (011) 355 4227/4654

**PROVINCIAL TREASURY**

*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** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE** : 25 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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POST**

**POST 19/54** : **DEPUTY DIRECTOR: GENERAL ACCOUNTING**  
Directorate: Financial Governance

**SALARY** : R657 558 per annum (All-inclusive package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : A three-year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting / Cost and Management Accounting / Auditing / Commerce / Finance. Plus 3 – 5 years' relevant experience in financial / general accounting and three years as an Assistant Director. Competencies: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and SAP. Advanced computer skills including MS Office (Excel and Word). Client relation and management skills. Organisational, planning, presentation, problem solving, decision making, analytical and both written and verbal communication skills. Ability to work under pressure and meet deadlines. Valid driver's license.

**DUTIES**

: The incumbent will be responsible for the review of the general ledger accounts of GPG Departments. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly account variance analysis on behalf of the GPG Departments on actual expenses versus approved budget allocations. Implement changes within the general accounting processes of GPG departments as instructed by National Treasury. Visit and support GPG departments on a regular basis and maintain an effective Customer Relationship. Implement changes within the General Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that financial years are successfully closed in compliance with prescripts. Resolve queries and issues. Manage and develop the team and utilisation of resources.

**ENQUIRIES**

: Ms. Linda Ninzi Tel No: (011) 227 9000