

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS NOTE** :
- Please apply online at www.gautengonline.gov.za
- Requirement of applications: No late applications will be considered. 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.
- MANAGEMENT ECHELON**
- POST 21/55** :
- DEPUTY DIRECTOR GENERAL: PROGRAMME MANAGEMENT AND REGIONAL COORDINATION (REFS/002909)**
- SALARY CENTRE REQUIREMENTS** :
- R1 370 973 per annum (All inclusive package)
- Johannesburg
- NQF Level 8/Post Graduate Degree in any Built Environment field. Minimum of 8 - 10 years' experience as a Professional Construction Project Manager. At least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. The following skills and Knowledge: Human Settlements Legislation and a Large scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS). Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.
- DUTIES** :
- Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions. Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services; and Ensure provision of corporate management and financial services to the region.
- ENQUIRIES** :
- Mr. J Zulu Tel No: (011) 355- 4631
- CLOSING DATE** :
- 22 June 2018, 12H00

OTHER POSTS

- POST 21/56** : **ASSISTANT DIRECTOR, MEDIA RELATIONS AND RESEARCH (REFS/002910)**
- SALARY** : R334 545 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree or National Diploma in Journalism, Communications, Public Relations. Previous experience in the Public Sector environment will be an advantage. Knowledge of the PFMA. At least 3 year experience in the marketing, communications and media relations space. Excellent written and verbal communication skills. Fluency in English. Computer Literate. Have the ability to multitask and execute concepts under pressure. Willingness to go the extra mile in service delivery, including working over weekends and after hours.
- DUTIES** : Initiate and lead research into policy provisions and regulations in accordance with legislative prescripts. Develop content that will inform the department's media relations strategy and programmes. Ability to identify and explore research topics that are relevant and can add and make a meaningful contribution to the department's value chain. Pro-active preparation and packaging of knowledge and information that could be used by officials in community engagements. A thorough understanding of the South African media landscape as well as good media relations skills. Develop and utilise archiving platforms as an intellectual tool to support and facilitate a knowledge based centre of excellence. An understanding of the Batho Pele principles.
- ENQUIRIES** : Mr. T Meshu Tel No: (011) 355- 4306
CLOSING DATE : 15 June 2018, 12H00
- POST 21/57** : **SENIOR INSPECTOR: QUALITY ASSURANCE AND TECHNICAL SUPPORT (REFS/002915) (X2 POSTS)**
- SALARY** : R334 545 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/ NQF Level 6 qualification in the built environment; 3 years' experience in construction Quality Assurance and Construction Technical Support, Project management and time management, Good communication skills (verbal and written), problem solving and interpersonal relations skills. Knowledge of the building regulations, NHBRC home builders manual, methods of construction and knowledge in interpreting building material test results. Knowledge of Innovative Building Technologies & Energy Efficiency in Housing. Knowledge of public sector legislation and regulations.
- DUTIES** : To conduct inspections on subsidy houses and ensure that housing products delivered comply with quality standards as regulated by statutory and regulatory frameworks – National Building Regulations (NBR) and the National Home Builders Registration Council's (NHBRC) Home building manual. To monitor and report on the quality of workmanship, materials and structural integrity for compliance with regulations Conduct on-going research on latest building materials, products and building processes. Advice contractors and Regional Teams on quality standards in line with the Departments construction norms & standards.
- ENQUIRIES** : Ms Maseko - Seipobi Tel No: (011) 355 - 4896
CLOSING DATE : 15 June 2018, 12H00

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** : 08 June 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 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. 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 POSTS

- POST 21/58** : **DEPUTY DIRECTOR – RISK AND COMPLIANCE AUDIT**
Directorate: Gauteng Audit Services (GAS)
- SALARY** : R779 295 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 7) as recognized by SAQA in Internal Auditing or Accounting or four year Btech degree with majors in Accounting or Auditing, 6 years' experience in Internal Auditing environment, 3-5 years junior management experience or Assistant Director level.
- DUTIES** : Planning of the projects in the cluster; Preparation of budgets and resource plans to meet the requirements of the approved audit plan; Supervision of a pool of multi-skilled auditors; On the job supervision, mentoring, coaching, motivating and training of team members; Implementation of the Risk Assessment process in the cluster; Implementation of the audit plan for the cluster; Liaison with team members at the planning, execution and reporting phases of each internal audit; Appraisal and evaluation of the performance of team members and drawing up a development plan; Review and sign off audit working papers and files to ensure compliance to methodology and standards; Review of the audit findings and the draft report; Interviews/meetings with the clients as and when is required; Compliance with GAS administrative requirements; Review of time records to monitor time spent against work done; Control of the day to day running of the project; Provision of input to the client manager for the overall management of the cluster; Implementation and management of a risk based audit approach; Identification of specialist skills required for audit projects and communication of these to the client manager/specialist functions; Preparation of weekly progress reports for

		submission to senior management; Interview for recruitment of staff for the cluster.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana Tel No: 011 227 9000
<u>POST 21/59</u>	:	<u>DEPUTY DIRECTOR – STATUTORY DEDUCTIONS MANAGEMENT</u> Chief Directorate: Provincial Accounting Services
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 7) as recognised by SAQA in Accounting or equivalent, 3 - 5 years junior management experience or ASD within finance environment. Experience in implementation of projects OR continuous improvement initiatives. Project Management qualification will be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for; management of operations within Statutory Deductions Management. Ensure that all salary related suspense accounts on a regular basis are reconciled and cleared within the set timelines. Ensure timeous submission of monthly declarations, bi-annual Tax & UIF reconciliations to SARS and to department of labour. Facilitate distribution of employees IRP'5 to GPG employees. Implement SDM projects as project member or change management manager with the view of ensuring continuous improvement and modernisation of public service. Provide CFO's, HR & Finance managers in GPG departments with monthly management reports in relations to Statutory Deductions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Recover Interdepartmental debts and facilitate payments to 3 rd party creditors.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: 011 227 9000
<u>POST 21/60</u>	:	<u>DEPUTY DIRECTOR – MUNICIPAL BUDGETS</u> Chief Directorate: LGFS
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Local government finance. 3 - 5 years' experience at Junior Management level/Assistant Director and Finance/local government environment.
<u>DUTIES</u>	:	To assist and advise the delegated municipalities on the preparation and implementation of the annual budgets. Assess the approved municipal budgets, tabled municipal budgets, annual adjustment budgets, monitor, and report on the state of expenditure of municipalities. Ensure compliance to mSCOA reporting through the tabled, approved and adjusted budget reporting. Engage with all relevant stakeholders to ensure that reporting needs and requirement are addressed. Conduct midyear budget performance (section 72) assessment and share inputs for adjustment budget process. Conduct the liquidity and cash flow projections of municipalities through cash flow budget assessment Verification process on Audited, MTREF budget figures and Adjustment budget figures to assist National Treasury's to collate credible and reliable figures in the local government budgets and expenditure review publication which covers a spectrum of 5 years financial overview. Prepare budget assessments letters for delegated municipalities, this with the aim to highlight the progress made by municipalities to implement government programmes and also to suggest future plans which can be executed by municipalities to improve the lives of the citizens. Present findings and recommendations made to municipalities. Collect and review and provide inputs to IDP's (draft and final). This serves to assess the municipalities' financial viability from a planning perspective. Provide inputs about LG data into Social Economic Review Outlook (SERO) and MTPBS. Compile a quarterly consolidated withdrawals statement and ensure submission to National Treasury. Conduct the annual Service Delivery and Budget Implementation Plan assessments for delegated municipalities. This links

		together the financial and non-financial municipal information. Monitor the municipalities' level of compliance to cost containment measures. Review of the budget related policies to establish the level to which they influence the annual budgets. Participate in Municipal related Fora including National Treasury's Reforms Forums, and CFOF'S.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: 011 227 9000
<u>POST 21/61</u>	:	<u>DEPUTY DIRECTOR – FINANCIAL ACCOUNTING</u> Chief Directorate: Provincial Accounting Services
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification (as recognised by SAQA) NQF level 7 in Accounting. 3 - 5 years relevant financial accounting experience and 3 years at Assistant Director/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.
<u>DUTIES</u>	:	The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and provide feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements. Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel No: 011 227 9000
<u>POST 21/62</u>	:	<u>DEPUTY DIRECTOR – NORMS AND STANDARDS (MONITORING AND COMPLIANCE)</u> Chief Directorate: Provincial Accounting Services
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification as recognised by SAQA (NQF level 7) in Finance/Auditing/Risk. 3 year's experience as an Assistant Director/ at Junior Management level. 3 year's experience in the Finance/Auditing/Risk. Public Sector experience will be an added advantage.
<u>DUTIES</u>	:	To enforce and monitor compliance with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and any other Legislation. Support GPG departments to adhere to compliance requirements. Assist departments with the preparation, identification and monitoring of the Compliance Risk Assessments. Analyse and advise on PFMA requests. Ensure appropriate and correct interpretation of the PFMA, Treasury

Regulations and any other Legislation. Provide training to departments when requested or when a need is identified by the compliance unit.
ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000

POST 21/63 : **ASSISTANT DIRECTOR – FAMS (X2 POSTS)**
Chief Directorate: Provincial Accounting Services

SALARY : R334 545 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3-year tertiary qualification, National Diploma in Finance/Accounting 3 years' experience in the Finance/Accounting and/or related field at an administrative level.

DUTIES : Manage the Maintenance of effective relationships with customers of Allocated P card and E-Invoicing sites. Manage training and support of all P Card users (P Card Holders and Administrators) E-Invoicing users and EIS _ Electronic Invoice. Manage the implementation of P Card as identified by entities. Manage Monthly Recon of P-Card statements for allocated sites and QA and Uploading of P Card Supplier Inventories. Manage the technical support team for projects (E-invoicing and P-card). Manage the processing team and minimize risks to ensure that team adheres to FAMS Internal Controls and procedures.

ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000

POST 21/64 : **REGISTRY CLERK**
Chief Directorate: Corporate Services

SALARY : R152 862 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. 1 year experience in the public sector.
DUTIES : To maintain and ensure the smooth operation of the Registry office in the department. Handles the filing system with regard to Personnel matters in the registry office. Sort all documents alphabetically. Ensures that all documentation are filed on the relevant files. Creates new files as requested. Receives and records transfer of files within and outside the department. Ensures surname changes were reflected on files in regard to marriage status. Attends to personnel staff queries immediately. Monitors the movement of files. Dispose files according to the National Archives Act of SA. Receives, sorts and distributes incoming mails.

ENQUIRIES : Ms Tshiamo Sokupha Tel No: 011 227 9000