

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 22 June 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and 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 assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 23/94 : **DIRECTOR: STRATEGY MANAGEMENT REFS/002933**
 Directorate: Corporate Management Services

SALARY : R948 174 per annum all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : Matric and a relevant Degree (NQF level7) in business/ public management as recognized by SAQA. 6-10 years' experience plus 3-5 years in middle management level on the related field. Valid driver's licence. Competencies: Computer literacy sound organisational skill. Good people skill. High level of reliability. Written communication skill. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Knowledge and Skills: GPG and public service regulations, community safety and other relevant legislations, understanding of the PSP and RSP, understanding of strategic planning process, policy development and corporate governance, project management, knowledge and understanding of departmental strategic priorities and programmes, planning and organizing, leadership, strategy development, knowledge management, report writing, good written and verbal communication skills, presentation and facilitation, computer literacy, decisive, professionalism, efficient and effective, business acumen, team leader, strategist, flexible/change oriented, problem solving ability, responsive, interpersonal relations, customer focus, credible and proactive.

DUTIES : Manage and coordinate strategic planning and provide monitoring and evaluation services, facilitate, promote and monitor transformation programmes, manage and coordinate the provisioning of operations management and Batho Pele principles and manage resources (human, finance, equipment, assets). Collate strategic information required develop a strategy, such as previous strategy, recent policies, and mandates. Validate previous strategy contents for relevant and develop a strategy facilitation framework supported by tools. Facilitate strategy sessions and ensure documentation thereof, capturing critical elements required for legislative and governance imperatives in developing monitoring and evaluation strategy plan. Facilitate approval of strategy and planning documents. Coordination and

facilitate strategic and operational planning process. Coordinate the submission and analysis of quarterly reports, annual reports, and budget vote documents. Ensure organisational performance and provide strategic inputs. Facilitate the development implementation of intervention strategies, programmes and practises to meet national and provincial targets. Facilitate the national youth services programme in the Department. Facilitate the implementation of transformation programmes pertaining to children, persons with disabilities, elderly people and military veterans' officials in the department.

ENQUIRIES : Ms. Nkhensani Manganyi Tel: 011 689 3701

OTHER POST

POST 23/95 : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE REFS/002936**
Directorate: Office of the Head of Department- Department of Community Safety

SALARY : R3 392 per Meeting
CENTRE : Johannesburg
REQUIREMENTS : Matric and CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management). Candidates should be exposed in the risk management environment for more than 10 years. Exposure in serving in the oversight committee will be an advantage. Skills and Knowledge: Integrity, independence, dedication, understanding of public sector business and controls. A good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework.

DUTIES : The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees. Implementation of risk maturity model.

ENQUIRIES : Ms. Nkhensani Manganyi Tel: 011 689 3701

NOTE : Term of Office- The term of office will be three (3) years subject to renewal at the discretion of the Department

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 : 22 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. 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.

MANAGEMENT ECHELON

- POST 23/96** : **DEPUTY DIRECTOR-GENERAL: SUPPLY CHAIN MANAGEMENT**
(5 Year Fixed Term Contract)
Programme: Provincial Supply Chain Management
- SALARY** : R1 370 973 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A post graduate qualification (NQF 8) as recognized by SAQA in Supply Chain Management/Economic/Finance/ Public Administration. 8-10 experience at a senior managerial level. 5 years or more experience in the Supply Chain Management field. The successful candidate will have strong leadership skills, will be a team player at executive level, will have the ability to 'sell' supply chain management's value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements. Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must have a strategic mindset and problem solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform an advisory and oversight role over provincial government departments, municipalities and entities.
- DUTIES** : Perform an advisory and oversight role on supply chain management matters over provincial government departments, municipalities and entities. Assist in the implementation of the Strategic Plan of the Department in relation to supply chain management. Enable the turnaround of the Province as expressed in the 10 pillar programme mainly radical transformation of the township economy and proactively dealing with corruption in SCM. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage strategic sourcing within the Province, which may include transversal contracts. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement. Introduce innovative mechanisms to improve procurement practices so that cost savings and socioeconomic objective are achieved.
- ENQUIRIES** : Ms Bulelwa Mtshizana, Tel No: 011 227-9000
- POST 23/97** : **DEPUTY DIRECTOR-GENERAL: GAUTENG AUDIT SERVICES**
(5 Year Fixed Term Contract)
Directorate: Gauteng Audit Services
- SALARY** : R1 370 973 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A post graduate qualification (NQF 8) as recognised by SAQA in Auditing. The candidate must be a Certified Internal Auditor (CIA) or Chartered Accountant (who has been practicing Internal Audit). 8 – 10 experience at a senior managerial level. 5 or more years' experience in internal audit environment. Public sector experience. Experience in computer/systems and performance auditing. Extensive knowledge of internal control systems. Experience in performing risk assessment and developing strategic audit plans.

DUTIES : Develop and manage a formalised risk base three-year strategic audit plan, based on the departments' assessment of key areas of risk. Develop and manage an annual audit plan of provincial departments for the year in prospect, which includes the scope of the plan audits. Ensure that all audits are properly planned and executed. Ensure that audit findings are appropriately reported and followed-up ensuring that departmental clients undertake the required action. Ensure that standards set by Institute of Internal Auditors are adhered to. Develop and implement an effective strategy for the internal audit function to provide independent assurance on the adequacy and effectiveness of internal controls, risk management and governance processes, and improve client relations. Where required, assist as per request, in the provision of internal audit services to municipalities and entities. Review the adequacy of the existing Internal Audit Capacity, recommend and implement appropriate models in line with the standards of the Institute of Internal Auditors. Co-ordinate the activities of other assurance providers in line with the Combined Assurance best practices.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel No: 011 227-9000

POST 23/98 : **DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE**
(5 Year Fixed Term Contract)
Chief Directorate: Public Finance

SALARY : R948 174 per annum, (All-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment or Finance or Commerce or Economics. 5 years of experience at middle /senior management level. Public Sector Management and/or related management experience in infrastructure management 6 – 8 years.

DUTIES : Overall coordination of infrastructure planning and delivery for all departments and provincial public entities responsible for implementing infrastructure documents, budgets and information aligned to the Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Lead site visits, site performance evaluations and gateway reviews for infrastructure projects. Provide strategic, technical and capacity building support to provincial departments and public entities. Facilitate streamlined and integrated planning processes between the spheres of government. Represent Provincial Treasury on various infrastructure forums. Facilitate compliance of the infrastructure delivery processes by provincial departments and public entities with the Divisions of Revenue Act (DoRA), Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management Assess infrastructure deliverables of provincial departments and public entities before recommendations on funding and /or continuation of projects are made by the Provincial Treasury. Provide constructive interface between National Treasury, planning agencies and implementing agencies regarding financial and delivery issues.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel No: 011 227-9000

OTHER POSTS

POST 23/99 : **ASSISTANT DIRECTOR: PUBLIC FINANCE**
Chief Directorate: Public Finance

SALARY : R334 545 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA), specialising in Informatics/Information Technology, plus 3-5 years relevant experience. Proficiency required in Microsoft Office Suite (especially Excel, Word and Access; experience spreadsheet automation and VBA would be an added advantage) Experience with large datasets, analysis and data manipulation; Spreadsheet Modelling and forecasting techniques. Ability to contextualise and apply statistical metrics to said datasets. Experience with Government Systems and Tools – Spreadsheet Models,

- DUTIES** : PERSAL, BAS, SAP, Vulindlela – Knowledge of data mining techniques (Familiarity with SQL would be an added advantage)
 : The incumbent will be responsible for: Assisting in research projects and analyse resource allocations, spending and performance of departments Provide assistance to the Public Finance Directorate and Treasury management in support to departments and agencies to effectively utilise public resources; Manage electronic versions of documentation relevant to the budget process; assist in maintain database of financial and non-financial information and performance indicators for all Gauteng provincial departments ; Assist in the guidance and development of the public finance unit's skill set with regard to information collection, dissemination and analysis; and develop in year monitoring and forecasting models (MS Excel) for the Public Finance Unit.
- ENQUIRIES** : Ms Tshiamo Sokupha, Tel No: 011 227-9000
- POST 23/100** : **AUDITOR: RISK & COMPLIANCE AUDIT SERVICES (X3 POSTS)**
 Chief Directorate: Risk & Compliance Audit Services
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (plus benefits)
 : Johannesburg
 : Three year tertiary qualification as recognized by SAQA (NQF level 6) in Internal Audit/ Auditing / Accounting. At least 2 years' experience in internal auditing environment.
- DUTIES** : The candidate will be responsible for: Document system descriptions and prepare flowcharts; Prepare audit programmes; Execute audit programmes; Compile and reference audit working papers; Review working papers and referencing prepared by trainees and Assistant Auditors; Liaise with team leaders at the planning ,execution and reporting phases of each internal review; Compile the audit findings and prepare draft audit report; On the job mentoring/coaching motivating and training of other team members; Contribute expertise and industry knowledge to ensure value is added to the client and GAS; Liaise and inform the supervisor regularly on the progress of the audit; Comply with GAS admin requirements; Maintain accurate time records.
- ENQUIRIES** : Ms Tshiamo Sokupha, Tel No: 011 227-9000

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

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- 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.

OTHER POSTS

- POST 23/101** : **OPERATIONAL MANAGER (NURSING) X2 POSTS**
- SALARY CENTRE** : R394 665 – R514 962per annum (Within OSD Framework)
 : Father Smangaliso Mkhathshwa Child and Youth Care Centre Ref No: SD/2018/06/01 (X1 Post)
 Soshanguve Secure Care Centre Ref No: SD/2018/06/02 (X1 Post)

<u>REQUIREMENTS</u>	:	National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.
<u>DUTIES</u>	:	Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<u>ENQUIRIES</u>	:	Ms D Masela Tel No: (012) 797 8307 FMS Ms P Ramere Tel No: (012)730 2027 Soshanguve
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development, Father Smangaliso Mkhathswa Child and Youth Care Centre, Soutpan Road Soshanguve 0164, for Attention- Ms D Masela-Tel (012) 797 8307 Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development, Soshanguve Secure Care Centre, 318 Soutpan Road Block S, Private Bag X73, 0164, for Attention-Ms P Ramere Tel-(012) 730 2027.
<u>POST 23/102</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (PSYCHIATRY) REF NO: SD/2018/06/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R340 431 – R514 962 per annum (Within OSD Framework) Father Smangaliso Mkhathswa Child and Youth Care Centre
<u>DUTIES</u>	:	A Diploma/Degree in Nursing or equivalent qualification plus qualification in Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Submission of valid proof of registration with the council. Skills and Competencies: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.
<u>DUTIES</u>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Masela Tel No: (012) 797 8307 Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Father Smangaliso Mkhathswa Child and Youth Care Centre Soutpan Road Soshanguve
<u>FOR ATTENTION</u>	:	Ms D Masela, Tel No: (012) 012 797 8307.
<u>POST 23/103</u>	:	<u>SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: SD/2018/06/03 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R281 418 per annum plus benefits Sedibeng Region (X2)

<u>REQUIREMENTS</u>	:	A three year National Diploma/ Bachelor's Degree in Accounting, Financial Management or equivalent qualification with 2-3 years experience in the NPO Environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid code B driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
<u>DUTIES</u>	:	Onsite monitoring of NPO's. Conduct onsite financial compliance monitoring to funded Organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO's. Provide progress on the implementation of NPO's financial and administrative capacity building plan. Report on funded NPO's, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO's. Assess current financial and administrative capacity of all existing funded NPO's. Supervise staff training and development, performance and leave plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Harmse Tel No: (016) 930 2055
<u>FOR ATTENTION</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshe Street Ms L Harmse Tel No: (016) 930 2055
<u>POST 23/104</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OD AND CHANGE MANAGEMENT REF NO: SD/2018/06/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum plus benefits Head Office
<u>DUTIES</u>	:	A three (3) year National Diploma/Qualification in Management Services (Organisation and Work Study) or Operations/Production Management or Bachelor's Degree in Industrial Psychology. A certificate in Job Evaluation will be an advantage. 1-2 years' experience within an Organisational Development and Change Management environment or Grade 12 with 10 years' experience in Organisational Development in the Public Service. A valid driver's licence. Knowledge and understanding of Organizational Development systems, procedures, processes and practices applicable in the Public Service. Knowledge and application of Persal system. Project Management, Job Evaluation, Change Management, Report writing, Consultation and Establishment Administration skills.
<u>ENQUIRIES APPLICATIONS</u>	:	Coordinate job profiling functions and capture functions for newly defined posts and redefined posts. Provide job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts. Coordinate job evaluation functions and follow up on the implementation of job evaluation mandates. Coordinate organizational structure and establishment functions. Prepare and submit motivation for implementation of proposed amendments. Conduct change management awareness sessions. Coordinate change management projects. Ms M Skosana Tel No: (011) 227 0069
<u>FOR ATTENTION</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000. Ms M Skosana, Tel No: (011) 227 0069.
<u>POST 23/105</u>	:	<u>PROFESSIONAL NURSE (GENERAL) X2 POSTS</u>
<u>SALARY CENTRE</u>	:	R226 083 - R431 262 per annum (Within OSD Framework) Father Smangaliso Mkhathshwa Child and Youth Care Centre Ref No: SD/2018/06/06 (X1 Post) Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/06/07 (X1 Post)
<u>REQUIREMENTS</u>	:	A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice,

DUTIES

processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

: Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters

ENQUIRIES

: Ms D Masela Tel No: (012) 797 8307(FSM)

Mr D Barnard Tel No: (012) 564 0640 (Desmond Tutu CYCC)

APPLICATIONS

: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Father Smangalisso Mkhathshwa Child and Youth Care Centre, Soutpan Road Soshanguve for Attention- Ms D Masela, Tel No: (012) 797 8307

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182, for Attention- D Barnard Tel No: (012) 564 0640.