

**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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 06 July 2018

**NOTE** : 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. 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 successful candidate must be innovative with proven applied leadership skills as well as ability to plan and coordinate 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.

**MANAGEMENT ECHELON**

**POST 25/88** : **CHIEF DIRECTOR: BUSINESS ALIGNMENT – REFS/002902**  
Branch: ICT  
(5 Year Fixed-Term Employment Contract)

**SALARY CENTRE** : R1 127 334 per annum (all-inclusive remuneration package)  
: Johannesburg

**REQUIREMENTS** : Bachelor's Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years' experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years' experience in project management. Strong knowledge and experience of high level IT business architecture. Experience within government service will be an advantage.

**DUTIES** : Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units' strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme's mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

**ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861 or Mr. Oscar Baloyi, Tel No: (011) 689 4648

- POST 25/89** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT – REFS/002901**  
 Chief Directorate: Resource Management  
 (5 Year Fixed-Term Employment Contract)
- SALARY** : R948 174 per annum (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus a Degree in Human Resources Management or related (NQF 7) Human Resource qualification. Minimum of 5 years' experience in HRM, in middle management level (MMS). Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills.
- DUTIES** : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.
- ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861 or Mr. Oscar Baloyi, Tel No: (011) 689 4648

**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](http://www.gautengonline.gov.za)
- CLOSING DATE** : 06 July 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). 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

<b><u>POST 25/90</u></b>	:	<b><u>CHIEF DIRECTOR: LITIGATION REF NO: 002962</u></b> (2 Year Contract)
<b><u>SALARY</u></b>	:	R1 127 334 – R1 347 879 (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	LLB degree and admission as an Attorney. Minimum of 10 years' post qualification experience in litigation. Knowledge of general legal practice and medico-legal litigation. Good communication skills (verbal and written). Planning and organizing. Strategic thinking and good presentation skills. Excellent Human Resources and Financial Management skills. Programme and project management competence is key. Ability to function under pressure and meet set timelines.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the establishment and management of a central litigation unit that will initially handle all the litigation, including medico-legal litigation, from inception until conclusion of the Gauteng Department of Health.
<b><u>ENQUIRES</u></b>	:	Ms Gugulethu Mdhului Tel No: (011) 298 5651

## 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.*

<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	06 July 2018
<b><u>NOTE</u></b>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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.

## MANAGEMENT ECHELON

<b><u>POST 25/91</u></b>	:	<b><u>DIRECTOR: AUXILIARY SERVICES: REF NO: SD/2018/06/09</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
<b><u>CENTRE</u></b>	:	Head Office (Auxiliary Services)
<b><u>REQUIREMENTS</u></b>	:	Degree in Public Management/Facility Management related fields. A minimum of 5 years' experience in Middle Management level. 5 years' experience in managing the full suite of Auxiliary Support Services and Facilities Management Services functions. Computer literacy and knowledge of computer software programs .i.e. MS Office package. A valid drivers' license. Skills and Competency: Problem solving and analysis, customer focus and responsiveness, communication and information management, honesty and integrity. Knowledge and understanding of legislative frameworks, processes and systems governing infrastructure management and development in the public service. Knowledge of security management systems and services, project management, report writing, communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

**DUTIES** : Coordinate Records Management, Fleet Management, Customer Services, Food Aid Services, Security Services, Secretariat Services and Facilities Management. Provide strategic leadership and coordinate property and security management functions. Manage budget and staff complement in the Directorate.

**ENQUIRIES FOR ATTENTION** : Mr Z Jaca Tel No: (011) 355 7678  
: Mr Z Jaca

**POST 25/92** : **DIRECTOR: SUSTAINABLE LIVELIHOODS REF NO: SD/2018/06/10**

**SALARY** : R948 174 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE REQUIREMENTS** : Head Office (Sustainable Livelihoods)  
: Degree in Community Development or Social Work or Public Management and Development or equivalent qualification and a minimum of 5 years' Management experience in Community Development environment in the Public Sector. A valid driver's licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislation, policy and Institutional framework governing Community Development Programmes in the Public Service. Knowledge and understating of Departmental Community Development Programmes priorities, policies, procedures and processes. Knowledge of the Departments Strategic priorities and Service Delivery model. Monitoring and Evaluation, Reporting, People Management, Strategic Management and Project and Programme Management Skills.

**DUTIES** : Oversee the development, design and implementation of War and Poverty functions. Strategic coordination of War and Poverty functions. Strategic Coordination of Service Standard functions. Oversee the alignment of Service standard to Department Strategic objectives and service delivery priorities and commitments. Strategic Coordination of Child Poverty and Women Development functions. Oversee the development, design and implementation of Child Poverty functions in the Department and the budgeting and expenditure monitoring and reporting of the programme. Strategic Coordination of Special Projects functions. Oversee the effective Programme and Project Management of Special Projects functions. Strategic Coordination of Community Development functions. Oversee Performance Reporting on Community Development functions. Strategic Coordination of Youth Development Programme. Oversee Service Delivery Innovation of Youth Development functions. Management of the Directorate. Coordinate budget planning, monitoring and reporting on expenditure patterns. Manage staff performance, training and development, conduct and leave. Manage all assets allocated in the component.

**ENQUIRIES FOR ATTENTION** : Mr Phaniel Sambo Tel No: (011) 355 7701  
: Mr Phaniel Sambo

#### **OTHER POST**

**POST 25/93** : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/06/11**

**SALARY** : R281 418 per annum  
**CENTRE** : JHB Metro Region  
**REQUIREMENTS** : 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 payments of NPO in the Public Sector. 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.

**DUTIES** : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. analyses Audited Financial Statements.

Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

**ENQUIRIES**  
**FOR ATTENTION**

:  
: Christinah Dukwane Tel No: (011) 355-9502  
: Ms Christinah Dukwana