

**PROVINCIAL ADMINISTRATION: GAUTENG
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 : 13 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). 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.

OTHER POST

POST 26/291 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION REF NO: 002475**
 Directorate: Security Management Services

SALARY : R356 289 – R419 679 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3-4-year Degree/National Diploma in Occupational Health, Safety and related field 3-4 years' experience in a Senior Practitioner post in occupational health and safety field. Managerial skill, conceptual skills, analytical skills, decision making skills, inter personal skills, technical skills, writing and administrative skills and food security skills.

DUTIES : Ensure the day to day security administration within Office of the Premier. Food Security function which will look at the Premier and the EXCO Members food safety and security for GPG Events, prescripts of MISS are adhered to. Monitor compliance with security advice given and report noncompliance. Facilitate the process of drafting and reviewing Office of the Premier OHS Policy, SOPs and strategy. Facilitate the drafting and implementation of the SHERQ operational plan of the Office of the Premier. Facilitated and implement input from all stakeholders such as organized labour, EHWP and benchmark with National Departments and other Provinces regarding SHERQ. Generate report and manage appropriate intervention strategies. Facilitate and assist with Departmental Legal Compliance on SHERQ management. Ensure OHS research and related matters are conducted and reported on. Oversee environmental management and food security. Identify and address appropriate training needs. Ensure the functioning of occupational health and safety committee in the Office of the Premier.

ENQUIRES : Ms Gugulethu Mdhluhi 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.

- APPLICATIONS** : 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
- FOR ATTENTION** : Thandiwe Mbhense
- CLOSING DATE** : 13 July 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 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 are 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 POST

- POST 26/292** : **SENIOR ADMIN OFFICER (POPULATION AND DEVELOPMENT RESEARCH) REF NO: SD/2018/06/13**
- SALARY** : R299 709 per annum plus benefits
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : Post graduate (or equivalent) qualification in Population Studies or a relevant related field, with 2 - 3 years' experience in relevant field in the Public Service. A valid driver's licence. Skills and Competencies: Good communication, writing, interpersonal and Supervision skills. Must be self – driven, innovative and creative.
- DUTIES** : Undertake and support interdisciplinary and multi-sectorial population research projects which will amongst other include the following: Participate in developing guidelines on research procedures. Facilitate stakeholder participation for allocated research projects participate in procurement processes for outsourced research. Determine the scope of analysis, interpretation and support required. Identify and gather data. Present data in suitable format Participate in the maintenance of statistical, survey and other research database and provide the technical support to stakeholders.
- ENQUIRIES** : Thandiwe Mbhense Tel No: (011) 355 7703