

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

APPLICATIONS : Apply online to the <http://professionaljobcentre.gpg.gov.za> website only.
CLOSING DATE : 20 July 2018
NOTE : application form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). 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. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department.

OTHER POSTS

POST 27/142 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT**
 Directorate: Organisation Efficiency

SALARY : R697 011 - R821 052 (Level 11) per annum all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12, National Diploma or Degree in Work-study, Management Services, Organisation and Industrial Psychology, Operations Management, Production Management or related qualification. A minimum of 3-5 years' experience in Organisational Development and Job Evaluation or related field. Language: English Driver's Licence: code EB.

DUTIES : Facilitate the development and implementation of organisational design approach and methodology framework. Facilitate the development and implementation of job evaluation policies and DPSA Directives. Manage the determination of appropriate remuneration (Job Evaluation processes). Manage the development of job description for all job categories. Manage PERSAL Establishment. Manage organisational design and redesign processes (mandate and functional analysis, alignment of structure to strategy and service delivery model). Facilitate the development and review of the service delivery model. Development and implementation of organisational development initiatives (change management and climate / employee satisfaction survey). Conduct workload analysis (determine post provisioning norms). Facilitate and conduct business process improvement initiatives. Manage. Conduct organisational functionality assessments of department's internal systems and processes, and manage the implementation of MPAT.

ENQUIRIES : Summaya Khan Tel No: 011 355 8108

POST 27/143 : **DEPUTY DIRECTOR- BOARD SECRETARIAT**
 Directorate: Liquor Affairs

SALARY : R697 011 - R821 052 (Level 11) per annum all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : National Diploma/Degree in Public Administration/ Management. 3-5 years' experience in Liquor Affairs /related environment and or Board Secreteriat. 3 years junior management experience. Drivers License Basic understanding of the Public Law and interpretation of Statutes. Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Consistent. Co-operative. Focused. Logical. Organised. Professional. Interpersonal skills. Financial Management. Knowledge of PFMA.

DUTIES : Facilitate the development of liquor licensing strategies, policies, programmes and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives liquor affairs. Gather information and align

provincial strategy and programmes with the national framework. Consolidate inputs towards the development of the liquor licensing strategies. Lead the entourage that briefs the Premier on legislative changes. Manage and organise all activities of the Liquor Board, provide guidance, advice and support to the Liquor Board. Provide secretarial services to the Board and its Committee. Ensure provision of facilities for inspection of Board documents. Schedule Board meetings, draw notices and agendas of meetings. Management of all logistical arrangements (relating to claims and queries). Ensure that all meetings are electronically recorded for future transcribing where necessary. Prepare and distribute documents and minutes of meetings. Liaise with external shareholders on issues relevant to the Board. Design and implement interventions to conduct best practice. Conducts a Board audit to evaluate its effectiveness. Analyse internal and external environmental factors. Provide advice on the provision of the Code of Corporate Practices and Conduct. Manage the orientation of all Board members and oversee, Incorporates all changes to the Board's memoranda. Maintain all statutory forms and required register.

ENQUIRIES : Siphwe Nhlapho Tel No: 011 355 8540

POST 27/144 : **ASSISTANT DIRECTOR: ECONOMIC POLICY AND PLANNING**
Directorate: Economic Policy and Planning

SALARY : R356 289 - R419 679 per annum (Level 09) plus benefits
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Honours degree in Economics with Econometrics and Statistics as subjects within the undergraduate degree at least up to 2nd year level, a Masters Degree will be an added advantage. Understanding and knowledge of government-wide economic policy. Experience in conducting research and data analysis using advance tools such as Econometrics, and SPSS. Experience in conducting surveys with huge sample sizes. Experience in preparing visual power-point and graphic presentations. Experience of working with different stakeholders from all walks of life and across the level of seniority. Code 10

DUTIES : Formulate economic policy frameworks, strategies and related legislation. Development of Impact Assessment Reports. Development of Policy Briefs and convening of Policy Dialogues. Monitor and evaluate the implementation of province-wide adopted policy intervention programmes. Policy advocacy and stakeholder engagements. Provide strategic support to the Director on any research work required to inform policy formulation and implementation. Provide administrative support on project-related matters.

ENQUIRIES : Siphwe Nhlapho 011 355 8540

DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg. Postal address: The Director: Recruitment and Selection, Gauteng Department of Education, P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE : 20 July 2018

NOTE : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical 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 27/145 : **CHIEF DIRECTOR: DISTRICT OPERATIONS MANAGEMENT – JOHANNESBURG REGION (REF NO: HO2018/07/01)**
Branch: Curriculum Management Delivery
5 Years Fixed Term Contract Performance Based)

SALARY CENTRE REQUIREMENTS : R1 127 334 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate NQF level 7 qualification in management/administration, with at least a minimum of 5 years' senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.

DUTIES : Manage the provision of support to districts. Ensure proper coordination for all support and activities to and with districts. Ensure proper coordination and collection of information and statistics to facilitate classroom support. Oversee expenditure programmes of district offices. Oversee staffing levels at district offices to ensure effective support to institutions. Managing and monitoring of district performance. Promote social transformation, justice and cohesion in the education system. Manage the integrated support programmes through the facilitation of interface between the department and stakeholders. Manage the strategic support direction and planning in the districts. Formulate strategies for efficient support programmes to districts. Ensure the implementation, monitoring and evaluation of departmental policy and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the Branch as expected in the relevant Public Service Acts and policies. Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the component. Disseminate information to all stakeholders (team, managers, etc.) and report activities. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks. Report to and participate in all appropriate national, provincial, departmental and other structures and processes.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 27/146 : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT (REF NO: HO2018/07/02)**
Chief Directorate: Physical Resources Planning and Property Management

SALARY CENTRE REQUIREMENTS : R948 174 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate NQF level 7 Degree in the Built Environment qualification, with at least a minimum of 5 years' middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquirement of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage people and finances.
- ENQUIRIES** : Mr. Hector Tsosane Tel No: 011 843 6533

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** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. West Rand Region, 16 Human Street, Krugersdorp or posted to Private Bag X 2068, Krugersdorp, 1740
- CLOSING DATE** : 20 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 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 27/147** : **SOCIAL WORK MANAGER: NPO-PARTNERSHIP AND FINANCING REF NO: SD/2018/07/05 (X2 POSTS)**
- SALARY CENTRE** : R755 598 - R1 045 935 per annum (within the OSD Framework)
West Rand Region
- REQUIREMENTS** : Bachelor's Degree in Social Work with 10 years' experience in a Social Work services environment. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA and the Department's Constitutional mandate. Knowledge and understanding of Social dynamics, human behavior and social systems. Must be able to communicate, intervene and resolve conflict of complex nature, planning and organizing, project management, networking, research, presentation, analyze, interpersonal and report writing. Must also be assertive, non-judgmental, understanding, caring, creative, professional and innovative. Must be computer literate and a valid driver's license.
- DUTIES** : To provide leadership, direction and mentorship to the subordinates and oversee the translation of key developmental strategies into critical objectives and operational plans, Including among others: to manage and supervise Social Work Supervisors and a team of Community Development Liaison Officers and Workers. Ensure that subordinates are trained, developed to be able to deliver work of the required standards efficiently and effectively through the utilization of knowledge management. Develop programs and projects that are in line with legislation and policy including to conduct audits and DQA's to funded NGO's, allocation and utilization of budget appropriately according to the Funding Agreement. Develop monitoring tools and transformation plan for the Regions on the NPO based that are in line with PFMA. Provide support, training and guidance to Regional office for effective delivery of programs that meets the needs of the vulnerable and

render of quality and equitable social services. Coordinate and participate in the Welfare Summit task team and the steering committees, including staff training, development, directorate budget, project allocation, staff performance and sub-directorate leave plan.

**ENQUIRIES
FOR ATTENTION**

: Ms IG Rankudu Tel No: (011) 950 7775
: Mr S Makgorogo. Tel No: (011) 950 7782/7700

POST 27/148

: **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO:
SD/2018/07/06**

**SALARY
CENTRE
REQUIREMENTS**

: R299 709 per annum plus benefits
: West Rand Region
: 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.

DUTIES

: 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.

**ENQUIRIES
FOR ATTENTION**

: Ms LM Mhangwana Tel No: (011) 950 7757
: Ms LM Mhangwana Tel No: (011) 950 7757