

**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.
- CLOSING DATE** : 03 August 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.

OTHER POSTS

- POST 29/57** : **SENIOR FINANCIAL OFFICER – REFS/003020**
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (plus benefits)
: Johannesburg
: Matric plus a National Diploma/ Degree in Accounting or Finance related qualification with 1-2 years relevant experience in Finance, OR Matric plus 5-6 years' experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system will be an added advantage. Knowledge of Treasury Regulations.
- DUTIES** : Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorized bank overdraft after every payment run. Verify Invoices from the verifier. Receive invoices on process director and verify them against the vendor profile. Verify Invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 29/58** : **ADMINISTRATION CLERK: INVENTORY – REFS/003021**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (plus benefits)
: Johannesburg
: Grade 12 or equivalent qualification. At least 1-year experience in Procurement.
- DUTIES** : Issuing of stock upon request to Chief – Users on daily basis. Check stock balances daily. Ensure a RLS 01 is completed for replenishment of stock of all items that need to be ordered. When receiving ordered stock and non-stock items quantity and quality is checked, a delivery note or an invoice is signed to acknowledge their receipt then an RLS 02 is completed and submitted for payment purposes. Follow-ups on overdue and outstanding deliveries are done by telephone / e-mail. All received goods are neatly packed onto the shelves. The

issued and received items are captured into SAP System daily for weekly consumption Business Units and the reports.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Apply online to the <http://professionaljobcentre.gpg.gov.za> website only.
CLOSING DATE : 03 August 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 29/59 : **DEPUTY DIRECTOR: GREEN ECONOMY**
Directorate: Green Economy

SALARY : R697 01 - R821 052 per annum all-inclusive package (Level 11)
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12, B Com/ BSc or related NQF level 6 qualification. A minimum of 3 years' experience in a Junior Management position within the Economics/ Business/ Science environment. English, Code EB (8), Analysis and interpretation of complicated numerical and financial information. Economic intelligence. Conduct research. Economic knowledge. Formulating strategies and policies. Interpersonal relations. Brand promotion. Investment promotion. Local economic development. Incentive schemes. Broad based economic empowerment. SMME and Cooperative support. Programme and project management. Computer literacy. Verbal and written communications. Financial management.

DUTIES : Facilitate investment to support green growth needs driven primarily by private enterprise and in particular by entrepreneurial businesses with the foresight and risk appetite for new economic endeavours. Provide networking opportunities for upcoming and existing SMMEs and Cooperatives. Promote locally production from green products. Implementation of the engagement strategy and framework for private, public, local, and international participation. Facilitate collaboration between government and the private sector. Present opportunities for innovation within green economy and sustainable energy environment. Introduce and facilitate green ICT projects. Implementation of the Energy Mix Strategy. Provide technical support to the green economy and energy initiatives within Gauteng. Facilitate localization of economic opportunities associated with green economy and energy. Develop a database of available incentives around the green economy and energy environment. Implement streamlined incentive programmes. Track outcomes of all support offered to households, SMMEs and Cooperatives. Facilitate implementation of skills strategies for skills development with the green economy and energy sector. Develop skills development programmes and conduct workshops on green economy and energy. Manage utilization of physical resources. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employees' motivation and cultivate a culture of performance management

ENQUIRIES : Lwandile Phaledi Tel No: 011 355 8526

POST 29/60 : **ECONOMIC DEVELOPMENT FACILITATOR**
Directorate: Special Projects

SALARY : R444 693 - R523 818 per annum plus benefits (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Umnotho House Johannesburg
	:	Grade 12, RVQ 13, Good interpersonal skills, Computer Literacy, skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do practical research and analyze documents and situations, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures. Driver's license is a must (Code 10).
<u>DUTIES</u>	:	Liaise with municipalities on mobilization of Economic initiatives within the local government. Collate and provide program information to all relevant stakeholders. Engage stakeholders. Identification of SMME's and Co-operatives for development. SMME development and training by referral to GEP (Gauteng Enterprise Propeller). Policy development for Economic development. Manage and update Co-operatives and SMMEs database. Facilitating funding for the SMME's within Gauteng environment. Facilitating ongoing skills development and entrepreneurship training for youth of Gauteng.
<u>ENQUIRIES</u>	:	Lwandile Phaledi Tel No: 011 355 8526

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.

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms Boitshoko Khutsoane, Tel No: (011) 355 7805
<u>CLOSING DATE</u>	:	03 August 2018
<u>NOTE</u>	:	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 POST

<u>POST 29/61</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2018/07/09</u>
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three year National Diploma/ Bachelor's Degree in Public Management and Development/ related qualification in Monitoring and Evaluation with 2-3 years management experience in Strategic Management/ Organizational Performance Monitoring, Evaluation and Reporting in the Public Service. A valid driver's licence. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, system and procedure. Departmental Monitoring and Evaluation systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and Competencies: Facilitation, analytical, strategic reporting, service delivery innovation , strategic management, financial management, project management, people management, customer focused, team working, monitoring and evaluation, staff development, information system and interpersonal relations skills.

DUTIES

: Implement and maintain M&E policy, framework, systems, processes and tools. Manage, verify and archive of programme performance information. Coordinate regional, institutional and head office visits (bi-annually) to monitor the archiving system. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Conduct workshops and information dissemination sessions. Manage M & E Administration Officers. Provide Support to the Department planning and reporting. Capacity building on M & E policy, framework, processes and tools with internal stakeholders.

ENQUIRIES

: Ms B Khutsoane Tel No: (011) 355 7805