

**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** : 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). 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** : 24 August 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. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate 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.

**OTHER POSTS**

- POST 32/63** : **DEPUTY DIRECTOR: SENIOR DEVELOPER BUSINESS WAREHOUSE – REFS/003073**  
Directorate: Business Intelligence
- SALARY** : R697 011. Per annum (all-inclusive remuneration package) Level 11
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Plus National Diploma (NQF 6)/Degree in Information Technology, Information Systems or any IT related NQF 6 qualification with 3-5 years ETL, understanding the SAP modules, table landscape, building of custom extractors and cubes from SAP and other source systems OR Matric Plus 8-9 years of experience ETL, understanding the SAP modules, table landscape, building of custom extractors and cubes from SAP and other source systems. SAP Trained or Certified in SAP Business Warehouse Software. More experience in SAP Business Warehousing including data modelling.
- DUTIES** : Liaise with customer and management to determine their requirements. Liaise and provide input into system development in accordance with the data governance policy and for effective intelligence reporting. Create and document application functions, specifications, designs, and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute applications testing. This includes unit testing, modular testing, peer testing, integrated application and system testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980.
- POST 32/64** : **ASSISTANT DIRECTOR: BUSINESS INTELLIGENCE DEVELOPER - REFS/003074**  
Directorate: Business Intelligence
- SALARY** : R444 693. Per annum (plus benefits) Level 10
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 2-3 years' relevant experience in SAP BI Development OR

Matric with 6-7 years' years relevant experience in SAP BI Development. SAP Business Intelligence Certification required.

**DUTIES** : Provide general administration for various applications. Provide support for existing applications. Maintain and update existing applications. Develop modules for various applications. Test various applications. Produce reports from various applications. Provide basic user training for various applications. Assist users with general support. Resolve user problems and issues. Develop and apply modifications/enhancements to existing applications. Develop and create code for various applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/65** : **ASSISTANT DIRECTOR: PORTAL ADMINISTRATOR – REFS/003075**  
Directorate: Applications Development

**SALARY** : R356 289 per annum (plus benefits) Level 09  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus relevant National Diploma/Degree in IT/ Web Development/ Software Development with 2-3 years' experience in website administration/ development OR Matric with 6-7 years' experience in website administration/ development.

**DUTIES** : Manage allocated SharePoint sites ensuring that the sites are operational and comply with the agreed service levels. Provide support and administration to the user base, resolving issues as and when required. Monitor allocated SharePoint portals and websites by analysing and reporting on the usage thereof. Liaise with the customer base to access and make recommendations on improving the current sites. Stay abreast of the latest trends in SharePoint website design, architecture and features.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/66** : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT BUSINESS INTELLIGENCE – REFS/003076**  
Directorate: Business Intelligence

**SALARY** : R299 709. Per annum (plus benefits) Level 08  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years' relevant ERP experience. OR Matric with 5-6 years' relevant ERP experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification an added advantage.

**DUTIES** : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980.

**POST 32/67** : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP HRM – REFS/003077**  
Directorate: Applications Competency Centre

**SALARY** : R299 709 per annum (plus benefits) Level 08  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Plus National Diploma/Degree in Information Technology/Commerce with 1-2 years' relevant ERP experience OR Matric with 5-6 years' relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as

**DUTIES**

ASAP and must have SAP ERP HCM configuration experience. Relevant ERP qualification would be an added advantage.

: Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

**ENQUIRIES**

: Mr. Themba Psungo Tel No: (011) 689 6980.

**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**

: 24 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](http://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.

**OTHER POSTS**

**POST 32/68**

: **DEPUTY DIRECTOR – STATUTORY DEDUCTIONS MANAGEMENT**  
Chief Directorate: Provincial Accounting Services  
Re-Advertisement (Those who applied previously are encourage not to apply)

**SALARY**

: R697 011 per annum (All-inclusive package)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: A three year tertiary qualification (NQF Level 6) as recognised by SAQA in Accounting or equivalent, 3 - 5 years junior management experience or ASD within finance

<b><u>DUTIES</u></b>	:	environment. Experience in implementation of projects OR continuous improvement initiatives. Project Management qualification will be an advantage.
	:	The incumbent will be responsible for; management of operations within Statutory Deductions Management. Ensure that all salary related suspense accounts on a regular basis are reconciled and cleared within the set timelines. Ensure timeous submission of monthly declarations, bi-annual Tax & UIF reconciliations to SARS and to department of labour. Facilitate distribution of employees IRP'5 to GPG employees. Implement SDM projects as project member or change management manager with the view of ensuring continuous improvement and modernisation of public service. Provide CFO's, HR & Finance managers in GPG departments with monthly management, reports in relations to Statutory Deductions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Recover Interdepartmental debts and facilitate payments to 3 <sup>rd</sup> party creditors.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel No: 011 227-9000
<b><u>POST 32/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPUTER AUDIT</u></b> Directorate: Gauteng Audit Service
<b><u>SALARY</u></b>	:	R444 693 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	Relevant three year degree or diploma with 3-5 years' experience in Computer Auditing.
<b><u>DUTIES</u></b>	:	To execute IT Audit assignments and attend to coaching, training needs of Auditors and/or interns: Planning of computer audits. Perform reviews as per the audit plan Document fieldwork. Review work performed Reporting Staff coaching.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel No: 011 227-9000
<b><u>POST 32/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT (X3 POSTS)</u></b> Directorate: Risk Management
<b><u>SALARY</u></b>	:	R356 289 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting /Auditing / Business Management or an equivalent qualification. 3 – 5 years of experience in the Risk Management / Risk Based Auditing field. Driver's license is a must.
<b><u>DUTIES</u></b>	:	To support the Deputy Director in ensuring the effective management of risks to which Gauteng Provincial Government is exposed to by virtue of its assets, programs and operations. Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel No: 011 227-9000
<b><u>POST 32/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENTITY MAINTENANCE</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R356 289 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Three year Tertiary qualification as recognised by SAQA (NQF level 6) Must have relevant experience between 3-5 years in Supplier Management, preferably Supplier verification and registration.
<b><u>DUTIES</u></b>	:	To manage the GPG registration process in the Supplier Management sub-unit and ensure proper management of the unit. Manage the utilisation and the efficiency of the registration team in Supplier management. Provide assistance for the proper administration of the supplier Helpdesk. Ensuring that the filling system is up to date for ease of documents retrieval. Successfully maintain a clean supplier data base with up to date information. Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile and the proper utilisation of the team. Ensure that registration forms are captured and authorised according to measured standards on SAP R/3 and BAS.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel No: 011 227-9000

- POST 32/72** : **IT TECHNICIAN**  
 Directorate: Information Technology
- SALARY** : R299 709 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma or Degree in Information Technology with A+, N+, MCSA, MCSE as an added advantage. 2 years' experience in the public sector and/or related areas.
- DUTIES** : To provide information technology services to the Department to support the successful implementation of departmental administration and programs. Day-to-day operation and control of the departmental computer hardware and software. Monitor reliability of IT infrastructure and operating systems. Diagnoses and repairs problems. Assess and address departmental information technology needs. Conduct IT trouble shooting and technical support. Ensure hardware and software compliance security standards.
- ENQUIRIES** : Ms Baleseng Sedibe Tel No: 011 227-9000
- POST 32/73** : **MESSENGER/DRIVER**  
 Directorate: Auxiliary Services
- SALARY** : R136 800 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 plus 1 year experience as Messenger/Driver with a valid driver's licence with Professional Driving Permit (PDP).
- DUTIES** : Ensure collection of post daily; Ensure delivery of documents both internally and externally to other government departments/entities; Shuttling of staff members to trainings/seminars; Receiving and verification of delivery items/messages/mail/document for correctness; Inspection of state vehicles as required by the Transport Policy; Taking of state vehicles for servicing; Provide weekly/monthly reports.
- ENQUIRIES** : Ms Baleseng Sedibe Tel No: 011 227-9000