

**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 online on www.gautengonline.gov.za
- CLOSING DATE** : 07 September 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.

OTHER POST

- POST 34/50** : **ASSISTANT DIRECTOR: MEDIA MONITORING AND RESEARCH REF NO: 003113**
Directorate: Strategy and Media Liaison
- SALARY CENTRE REQUIREMENTS** : R356 289 – R419 679 per annum
Johannesburg
3-4 years' Degree or National diploma in Communication, Journalism, Public Relation and/or Social Sciences. 3-4 years' experience as a Senior Communications Officer in the news media/communication, communication/media research and analysis, marketing, government communications or other relevant fields. Thorough understanding of the research process (i.e. from proposal writing to analysis). An understanding of the mass media. Strong writing and analytical skills. Leadership abilities and strong people skills. Proficiency in computer packages, especially Excel and PowerPoint. Ability to work with speed, under pressure and meet deadlines. An understanding of government objectives, policies and programmes. Knowledge of Social Media analysis would be advantageous. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for media monitoring and analysis. Media impact assessments. Conduct and /or commission communication-related audits, surveys and research on perceptions, information needs and other relevant areas. Design and develop instruments for research projects. Ability to use Microsoft Excel for the purpose of data analysis. Access and analyse relevant surveys and research. Ongoing analysis of the communication environment. Analyse messaging and key issues and develop relevant research reports. Track

commitments made by the Executive Council and GPG senior communicators through media. Regularly brief Communication Forum participants about the media communication environment. Develop communication strategies. Advise and/or assist GPG communicators in media monitoring and communication research-related matters. Assist in the development of content for usage on various GPG media/communication platforms, including statements; opinion pieces and articles. Assist with any other task in the directorate as requested by the supervisor.

ENQUIRES : Ms Gugulethu Mdhuli Tel No: (011) 298 5651

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 : 07 September 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 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. 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.

ERRATUM: Kindly note that the post of Assistant Director: Computer Audit advertised in vacancy circular 32 dated 10 August 2018 (posted on the 13 August 2018); the closing date has been changed to 31 August 2018.

OTHER POSTS

POST 34/51 : **DEPUTY DIRECTOR – MFRS AND INTERVENTIONS**
Chief Directorate: Local Government Financial Services

SALARY : R697 011 per annum (All-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Accounting / Economics / Auditing, 3 - 5 years junior management experience in the Finance/Local Government Finance.

DUTIES : The incumbent will be responsible for; Monitor Financial viability of delegated municipalities through producing financial health assessment report. Analyse quarterly Borrowing & Monitoring Returns on existing borrowings to assess financial status of municipalities. This includes interpreting and analysing all in year

reports findings to detect problems. e.g. budgets, financial statements, financial ratios, interacting with municipalities etc. Provide comments on new loans for delegated municipalities. Develop assessment frameworks and monitoring and reporting templates for the Sub-directorates and workshop such. Assist in developing recovery plans for municipalities. Drafting letters, submissions, providing inputs to other units, and making presentations on recovery efforts. Manage staff. Liaising with key stakeholders. Participate in recovery meetings. Provide timely advice to GPT and municipalities. Understanding of the constitution and supporting Local Government legislation.

ENQUIRIES : Mr Sihle Hlomuka Tel No: 011 227 9000

POST 34/52 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES**
Chief Directorate: Gauteng Audit Services

SALARY : R444 639 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year tertiary qualification as recognized by SAQA with auditing as part of the subjects. 3 – 5 years' experience in Performance Auditing and a valid driver's license.

DUTIES : To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Co-ordinate short term (quarterly) plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011 227 9000)

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Applications can be delivered: Life Center Building, 45 Commissioner Street, Marshalltown, Johannesburg or posted to P.O Box X83, Marshalltown, 2107.

CLOSING DATE : 07 September 2018

NOTE : Shortlisted candidates will be subject to pre- employment screening (vetting). "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 the department. Following the interview and 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 assessment tools." An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your applications to being disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. People from designated backgrounds are encouraged to apply. Errors and omissions Expected. The Department reserves the right not to fill the position (s).

MANAGEMENT ECHELON

POST 34/53 : **CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REF NO: REFS/003100 (X1 POST)**
Chief Directorate: Transport Services
Directorate: Registration and Operating Licensing

SALARY : All-inclusive salary package of R1 189 338 per annum Level 14. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS : Johannesburg
 : Undergraduate qualification (NQF level 7) as recognized by SAQA, plus training and courses in management practices relevant to the key roles. 5 years of experience at a senior managerial level. A valid driver's license. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport. Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising skills is essential.

DUTIES : Manage the administration of the issuing of operating licenses, the conversion of radius based permits. Manage the administration of public passenger road transport operators and monitor compliance. Provide strategic leadership to the component. Ensure financial resources are managed optimally. Plan, organise and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

ENQUIRIES : Mr. Lebelo Maloka Tel No: 011 355 - 7139

OTHER POSTS

POST 34/54 : **CHIEF ENGINEER GRADE A: TRANSPORT INTEGRATED PLANNING REF NO: REFS/003101**
 Chief Directorate: Transport Services
 Directorate: Freight Transport and Transport Integrated Planning

SALARY : R991 281– R1 133 427 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.) OSD

CENTRE REQUIREMENTS : Johannesburg/Midrand
 : Engineering Degree (B Eng/BSC Engineering). Compulsory Registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Good communication (written and verbal) skills; computer literacy and be a team player. A valid Driver's License. Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience of transport modelling, GIS proficiency, route determination, road network and research technical analysis knowledge; technical report writing; project management.

DUTIES : To manage strategic transport network planning and to facilitate the integration of the overall planning of transport in Gauteng. Integrate the implementation and review of the 25-Year Integrated Transport Master Plan (ITMP25). Align Departmental/Transport Authority plans with national initiatives. Co-ordinate and update the Provincial Land Transport Framework (PLTF). Evaluate, coordinate and facilitate Integrated Transport Plans (ITP's) in terms of the NLTA requirements and implement projects to improve efficiency of the transport networks. Develop Land Transport Integration strategies with emphasis on Rail. Establish and maintain the Gauteng Transport Modelling Centre. Facilitate and coordinate provincial transport integration related studies, surveys and research. Assess the capacity of existing transport networks and make recommendations for improvement.

ENQUIRIES : Ms. M. Ndamase Tel No: (011) 355 - 7249

POST 34/55 : **CHIEF ENGINEER GRADE A: FREIGHT TRANSPORT REF NO: REFS/003102**
 Chief Directorate: Transport Services
 Directorate: Freight Transport and Transport Integrated Planning

SALARY : R991 281 – R1 133 427 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.) OSD

CENTRE REQUIREMENTS : Johannesburg/Midrand
 : Engineering Degree (B Eng/BSC Engineering). Compulsory Registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Good communication (written and verbal)

skills; computer literacy and be a team player. A valid Driver's License. Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience of transport modelling, GIS proficiency, road network and research technical analysis knowledge; technical report writing; project management.

DUTIES

: To manage the alignment and coordination of freight planning in Gauteng. Implement and review of the 25-Year Integrated Transport Master Plan (ITMP25) and Provincial Land Transport Framework (PLTF) in terms of chapters on Freight Planning. Develop freight strategies & policies and implement freight projects. Establish Transport and Freight modelling capabilities in the Province. Undertake and co-ordinate Provincial transport integration engineering studies. Develop the criteria for identification, implementation and evaluation of transport surveys, studies and research. Develop Land Transport Integration strategies with emphasis on Rail. Review the existing transport network and identify areas in need of improvement. Evaluate reports on the transport network, assist in the compilation of ITP's as per the NLTA requirements and implement projects to improve efficiency of the transport network. Co-ordinate Freight and Rail Forums to foster integration. Maintenance and update of the Gauteng Freight Databank.

ENQUIRIES

: Ms. M. Ndamase Tel No: (011) 355 - 7249