

**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](http://www.gautengonline.gov.za).
- CLOSING DATE** : 28 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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV and original certified copies of qualifications with a SA ID document, (certification should not be more than 6 months old). Failure to submit all requested documents will result in the application being disqualified. 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 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 tool.

**MANAGEMENT ECHELON**

- POST 37/100** : **DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/003162**  
(Performance –based: 5 Year Fixed - Term Employment Contract)  
Branch: ICT
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a recognised NQF level 7 qualification in Business Management/Information Technology. A project certification is a necessity. A minimum of 5 years' experience in middle management position. Vast experience in Project Management preferably in ICT environment is essential. Experience within government service will be an added advantage. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.
- DUTIES** : prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team's staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects. Key Performance: Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director:

Project Manager will develop, drive and implement these long-term multi-year and large budget projects.

**ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861

**POST 37/101** : **DIRECTOR: E-SERVICES REF NO: REFS/003163 (X3 POSTS)**  
 (Performance –based: 5 Year Fixed-Term Employment Contract)  
 Branch: ICT

**SALARY** : R1 005 063 per annum (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus a recognized NQF 7 qualification. A minimum of 5 years' experience in a middle management role relating to the duties and Responsibilities specified. Relevant experience in strategy development. SLA Management. Content Management. Security, Privacy, and Authentication. E-commerce.

**DUTIES** : Understanding the overall business strategy for the organization. Communicate and negotiate with various stakeholders. Setting up and executing projects plans. Build and maintain relationships with all stakeholders. Control budget. Understand current business frameworks and processes. Creation and formulations of a risk management plan, including mitigation plan and intervention strategies. Have sound knowledge of Microsoft services environment including online training and development systems. Preparation and delivery of Microsoft business presentations detailing business problems and solutions. Provide regular process and feedback reports. Keep abreast of latest advancement of latest in Microsoft baskets of services; manage the appropriate in light of attaining greater e-Government maturity. Service business continuity and SLA Management with key dependencies. Responsible for overall scope, timelines and quality standards of e-Government projects. Keep abreast of latest technology advancements; investigate new technologies to enhance business processes.

**ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861

**POST 37/102** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003164**  
 (Performance –based: 5 Year Fixed - Term Employment Contract)  
 Chief Directorate: Finance

**SALARY** : R1 005 063 per annum (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage.

**DUTIES** : To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting

strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

**ENQUIRIES**

: Mr. Errol Ogle, Tel No: (011) 689 6861