

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thusong Centre next to Home Affairs.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 Recruitment
- CLOSING DATE** : 02 August 2019, 12h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore, for SMS posts women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

**MANAGEMENT ECHELON**

- POST 26/103** : **DEPUTY DIRECTOR-GENERAL: NATURAL RESOURCE MANAGEMENT  
REF NO: REFS/004320**
- SALARY** : R1 521 591 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 and an undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by SAQA in Environmental and Agricultural related/relevant field. 8 years' of experience at senior management level. Valid Driver's Licence. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.
- DUTIES** : Provide strategic management, leadership and advice in respect of the rendering of effective and efficient veterinary services, agricultural services and sustainable resource management. Planning, directing and co-ordinating operational activities of the Gauteng Department of Agriculture and Rural Development, to enable the achievement of Organisational Strategy Imperatives. Provide an overall operational direction defining, developing and integrating the strategic plan for Service Delivery on a short, medium and long term basis. Manage staff within the Branch. Manage and control Departmental expenditure within agreed budgets. Manage risk and business continuity.
- ENQUIRIES** : Mr N Mogale Tel No: (011) 240 2561

**DEPARTMENT OF E-GOVERNMENT**

- 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).

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Ms Portia Makotwane, Human Resource Management  
: 02 August 2019  
: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts. 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. 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.

**OTHER POST**

**POST 26/104**

: **DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: REFS/004272**  
: Directorate: Centre of Innovation

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R733 257 per annum (Level 11) (all-inclusive remuneration package)  
: Johannesburg  
: Matric Certificate plus a BCom/BSc Degree in field of Information and Communication Technology (ICT) such as Business Informatics, Information Systems, Information Management, and Computer Science. Understanding the business requirements, and through a structured process, modelling, validating and translating it into business requirement specifications that are used by developers to craft a technical solution. Must be able to demonstrate, understanding and knowledge of project management methodologies and frameworks. The certificates of business analysis and systems are essential.

**DUTIES**

: Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artefacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seeking to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will

result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes.

**ENQUIRIES** : Ms Portia Makotwane Tel No: (011) 689 8898

**DEPARTMENT OF HEALTH**

*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*

**OTHER POSTS**

**POST 26/105** : **ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 08/2019 (X1 POST)**  
 Directorate: Nursing  
 This is a re-advertisement. All candidates must re-apply

**SALARY CENTRE REQUIREMENTS** : R614 991 per annum (plus benefits)  
 : Kopanong Hospital  
 : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. Candidate must have a minimum of ten years appropriate experience as a nurse after registration with SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Basic training on HIV / AIDS, TB, PMTCT, NIMART (nurse initiating Anti – retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) and Net system trained. Candidate must have a minimum of five years working experience with HAST patients including children and pregnant women. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.

**DUTIES** : Promote the implementation and adherence of the HAST programs i.e. PMTCT, TB, HIV / AIDS, Step-down and Tier, and Net system. Integrate PMTCT program in mother and child care units. Ensure mentoring and coaching of team members on HAST programs and policies to ensure quality patients care. Utilize HAST data to influence decision making i.e. analyses, interpret, validate and submit data. Ensure development of staff on relevant changes in the program. Attend meetings, give feedback and implement new developments. Monitor and ensure proper utilization of human, financial and physical resources. Ensure implementation of HAST policies in all relevant wards and monitor progress. Develop and maintain constructive working relationships with nursing and other stakeholders. Demonstrate knowledge and understanding of National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

**ENQUIRIES APPLICATIONS** : Ms M E Polo Tel No: (016) 428 7130  
 : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.

**CLOSING DATE** : 02 August 2019

**POST 26/106** : **LECTURER GRADE 1 (CLINICAL COORDINATOR) REF NO: NURSING 09/2019 (X1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383 226 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Nursing Education Science that is registered with SANC. Candidate must have a minimum of nine years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC. Five years of the above period must be experience gained after obtaining Nursing Education qualification. Certificate in computer literacy is required. Health service management and staff development experience will be an added advantage.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education, practice standards and National Core Standards and Health Department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Plan, implement, monitor and evaluate in-service training programs. Orientate and induct newly appointed staff. Plan, coordinate, facilitate and monitor clinical learning exposure in various clinical settings for individual nursing personnel. Coordinate skills development program and implementation of continuing professional development (CPD) for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Ms M E Polo Tel No: (016) 428 7130  
**APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.

**CLOSING DATE** : 02 August 2019

**POST 26/107** : **ADMINISTRATION OFFICER (REGISTRY) (X1 POST)**  
Directorate: Registry

**SALARY** : R257 508 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Nursing College  
**REQUIREMENTS** : Grade 12 Certificate with 2 to 5 years relevant experience in the document management sphere or Diploma in Archivist/Record Management with at least 1-year relevant experience. Knowledge of library management. Good communication (verbal & written), organizational and problem-solving skills, Conflict management and supervisory skills. Ability to work under pressure. Ability to build and maintain sound Interpersonal relations. Proof of computer competency (MS Word, Excel, etc.). Must have a valid driver's license.

**DUTIES** : Manage the franking of all outgoing mail. Record all remittances and registered mail in the respective registers. Manage the dissemination of correspondence between institutions. Keep files and records according to classification systems in the archives, facility and library. Supervise the messenger service. Control and distribute incoming and outgoing documents. Filing of documents on daily basis. Withdrawal of enquiry files in line with the archive policy. Administer postal services. Handle all other registry tasks as assigned by the supervisor. Supervision and management of the library department.

**ENQUIRIES** : Mrs J Gassiep Tel No: (011) 247- 3303-3300 Mr. J Machaba Tel No: (011) 247 3345

**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Riversdale Road, Gate 4, Coronationville or posted to Rahima Moosa, Private

Bag X 116 Melville, 2109, Human Resource Department. Ensure that the right reference number is quoted on your application form. Ensure that all certificates are certified and dated (not more than 3 months old).

- CLOSING DATE** : 12 August 2019
- POST 26/108** : **PORTER X1 POST REF NO: REF-TDH007/2019**  
Directorate: Administration and Patient Affairs & Logistics
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Abet or Grade 12 good verbal communication and interpersonal skills. Be able to work in a team environment
- DUTIES** : Receive corpses, record and store them in the fridge. Assist with transportation of patients within the hospital and the surrounding hospitals should the need arise. Moving corpse from wards, X-Ray, OPD, ARV to mortuary and responsible for correct completion of relevant forms. Reporting of faulty, broken wheelchairs and trolleys. To ensure that the hospital equipment used in porters' bay (wheelchairs, mini ambulance and stretchers are taken care of by cleaning and looking after them). Collecting of human tissue and transporting it for disposal. Handle all telephonic and verbal inquiries from all sections within the institution. To be helpful, friendly and willing to assist our patients, staff and public at large. To transport patients to Steve Biko along the corridor when the need arises. Willingness to go an extra mile and take and take instruction from supervisor. To be able to work shifts.
- ENQUIRIES** : Ms G Letwaba Tel No: (012) 354 7802
- APPLICATIONS** : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001. Hand Delivery at Tshwane District Hospital post box next to enquiries Office
- 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 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). 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.
- CLOSING DATE** : 02 August 2019

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 16 August 2019, 12H00 No late applications will be considered
- NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and 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. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

## MANAGEMENT ECHELON

<b><u>POST 26/109</u></b>	:	<b><u>DIRECTOR: POLICY AND RESEARCH REF NO: REFS/004335</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a three-year Degree in Public Administration/Policy Development. A minimum of 5 years' relevant experience at middle/senior managerial level. Extensive experience in the development, review and analysis of policies in general, with specific to Human Settlements being an added advantage. Strong understanding and application of both qualitative and quantitative research methodologies. Understanding of the operations, challenges and policy/legislation gaps of the human settlements sector. Ability to identify policy reviews following identified gaps in policies and legislation, to improve the provision of human settlements. An ability to coordinate units and information provision and analysis, to improve the provision of human settlements. Experience in developing or reviewing policies that cuts across through all spheres of government. A valid driver's license. Competencies and skills: Report writing, Presentation skills, Computer literacy, Analytical thinking, Communication: verbal and written, Coordination skills, Service delivery oriented, Time management skills, Problem solving skills, Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, manage, coordinate, review and advise on policy, research and development in respect of human settlements and related policies, for the Department of Human Settlements. Effectively manage the work of the directorate, provide support and an analysis of policies and legislation that may have an impact on the development of Human Settlements. Conducts or participates in the development, review, revision, interpretation and or implementation of policies, procedures, standards and guidelines. Participates in the planning, coordination, development and implementation of long term goals and objectives that supports the development of human settlements. Coordinates compliance with rules, regulations and policies. Develops and maintains an information hub of all policies and legislation, both developed by the Department as well as other entities that are an interested and affected part to the work done by the Department of Human Settlements. Develop policy related to all relevant programmes that facilitate the successful creation or management of human settlements and publish research on the impact thereof. Ensure effective personnel management. Manage allocated resources in line with the Public Finance Management Act and its related regulations. Representation of the Department of Human Settlements at various policy forums.
<b><u>ENQUIRIES</u></b>	:	Ms Khosi Kunene Tel No: (072) 315 9992

## OFFICE OF THE PREMIER

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.***

<b><u>CLOSING DATE</u></b>	:	02 August 2019
<b><u>NOTE</u></b>	:	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). Note: 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. Gauteng Office of the Premier reserve the right to utilise practical exercise / test 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). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

#### **MANAGEMENT ECHELON**

- POST 26/110** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS REF NO: 004321**  
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration and a qualification in Infrastructure and Building Management will be an added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organizational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Mega Human Settlements Strategy. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Implementation of sustainable human settlements "Breaking new ground in Housing Delivery. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Develop policies and plans that enable spatial transformation in the delivery of human settlements. Facilitate access to affordable housing for the people of Gauteng. Managing the performance and service delivery of the Department. Implementing appropriate policies, strategies, structures, systems and processes to deliver mandates. Making contribution to the broader strategic environment of Gauteng ensuring that the highest standards of corporate governance and ethics are upheld. Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.
- ENQUIRES** : SN Mtshali Tel No: (011) 355 6280
- APPLICATIONS** : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : 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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 26/111** : **HEAD OF DEPARTMENT: GAUTENG DEPARTMENT OF PUBLIC TRANSPORT AND ROAD INFRASTRUCTURE REF NO: 004322**  
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities applicable to the Department. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Development of a modern integrated transport system that provides high quality, accessible, efficient, safe, affordable and environmentally sound transport services; Contribution to the overall achievement of economic growth by investing in the development of road infrastructure systems, thereby improving Gauteng to be a competitive city region; Building the technical capacity of the Department to ensure good governance; Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Provision of a sustainable transport infrastructure that will improve the quality of life by minimizing environmental hazards; Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.
- ENQUIRIES** : SN Mtshali Tel No: (011) 355 6280
- APPLICATIONS** : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliiso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.



<b><u>POST 26/112</u></b>	:	<b><u>CHIEF DIRECTOR: INTERNATIONAL RELATIONS &amp; INTERGOVERNMENTAL RELATIONS REF NO: 004333</u></b> (5 Year Contract) Directorate: Executive Support and Stakeholder
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 251 183 - R1 495 956 per annum (all-inclusive remuneration package) Johannesburg A Bachelor's degree (NQF 7) in Political Science, Development Studies, Public Administration/Social Sciences. A postgraduate qualification in International Relations or Intergovernmental Relations (IGR) will be an added advantage. 5-10 years relevant functional experience in a Senior Management level position in the public sector environment. Strong strategic, leadership, communication and management skills. Practical knowledge of the development of Government policies, procedures and prescripts. Demonstrable understanding of protocol in relation to International Relations. Knowledge of international politics and relations; South African Foreign policy and para-diplomacy initiatives. Proven working experience in IGR structures. Key Competencies: Policy analysis, policy formulation and research; analytical and problem-solving skills; Communication (written and verbal). Financial, Programme and project management, People management and empowerment. Client orientation and customer focus skills. Service delivery innovation and strategic thinking, negotiation and networking skills.
<b><u>DUTIES</u></b>	:	As part of the Senior Management team of the Office of the Premier, the incumbent will be responsible for the overall management and/or coordination of the following functions: Strategic management government programmes to promote sound intergovernmental relations, strategic support to Gauteng's diplomatic initiatives, in line with South Africa's overall approach to International Relations. Provide strategic technical, policy and research advice to the Premier, The Gauteng Executive Council, Director General and Provincial Departments (GPG) on International Relations and IGR in respect of making Gauteng an integrated and globally competitive province. Forge international relations and partnerships that advance and support Gauteng's priorities, to contribute to the National outcomes. management oversight and operational leadership in the development and management of bilateral relations. Development and implementation of the provincial international relations framework and annual International Relations programme. Monitor the implementation of the International Relations programme. Develop strategies and mechanisms to monitor the effectiveness of GPG International Relations engagements. Manage protocol for bilateral engagements/ working closely with DIRCO. Provide support to national forums on International Relations and programmes. Facilitate the implementation of the Intergovernmental Relations Framework. Maintain dynamic relationships with strategic partners. Ensure strong IGR that advance Gauteng's development agenda.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	SN Mtshali Tel No: (011) 355 6280 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, 65 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> (Please do not send applications to 30 Simmonds street)
<b><u>NOTE</u></b>	:	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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 26/113</u></b>	:	<b><u>DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 004336</u></b> Directorate: Intergovernmental Relations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 - R1 245 495 per annum plus (all-inclusive remuneration package). Johannesburg A 3-4 Bachelor's degree in Social Sciences/Public Administration, 3-4 years relevant experience as an Assistant Director or Junior manager in the public

sector environment. The candidate must have good writing skills, good verbal communication, planning, negotiation, report writing and administrative skills. Ability to pay attention to detail is a pre-requisite. Knowledge and experience of the Government Legislative Framework and ability to communicate effectively with all stakeholders. Demonstrable experience in drafting public policy documents and strategies. Monitoring and tracking of, policy development and implementation capability. People management skills. Good People and Financial Management skills. Key Competencies -: Policy analysis, policy formulation and research; analytical and problem solving skills; Communication (written and verbal). Financial, Programme and project management, People management and empowerment. Client orientation and customer focus skills. Service delivery innovation and strategic thinking, negotiation and networking skills.

**DUTIES** : As part of the Senior Management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/or coordination of the following functions: To provide strategic technical policy and research advice to the Director General and Provincial Departments on IGR matters. Facilitate the development, implementation and monitoring of a strategy aimed at promoting Gauteng monitoring and evaluation of the implementation of IGR priorities and resolutions. Conduct research on IGR trends regionally, nationally and internationally. Facilitate the implementation of the Intergovernmental Relations Framework in Gauteng. Maintain dynamic relationships with strategic partners. Ensure strong IGR that advance Gauteng's development agenda. Manage and support strategic and inclusive agenda setting processes for all intergovernmental structures. Play a Liaison role between the Office of the Premier and other stakeholders. Manage the Directorate.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355-6280  
**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, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street

**NOTE** : 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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **OTHER POSTS**

**POST 26/114** : **STATE LAW ADVISOR (LP7) REF NO: 004337**  
 Directorate: State Law Advice

**SALARY** : R763 212 – R822 192 State Law Advisor Grade 1 (LP-7) 5 to 8 years' experience per annum (All-inclusive remuneration package) depending on proven competence and previous work experience.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : LLB degree and/or equivalent qualification in law and must be admitted to practice as an advocate or attorney, or qualify to be admitted as such plus appropriate experience of at least 4-5 years in a legal environment. Proven civil litigation experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and communication skills. Computer literacy (Word, Excel and Power Point). The candidate must have proven ability to work independently and without constant supervision, yet function as part of a team when required. Resilience and preparedness to deal with administration required from an energetic, hardworking professional person with integrity. Constitutional and Administrative Law, public service experience and technical knowledge of legislative drafting are added advantages.

**DUTIES** : Primary duties: Handle litigation involving the Office of the Premier and assist with the province wide implementation and monitoring of the provincial litigation management approach to ensure the protection of the interests of the Province. Update litigation management system and prepare bi-annual reports and

- analysis of litigation trends in the Province. Furnish legal opinions to all Provincial Departments, especially where possible conflict of laws and uncertainties exist with regard to interpretation. Assist the Office of the Premier in the drafting of agreements. Secondary duties: Assist with the drafting and final editing of legislation, as well as work with the GPG on the preparation of Bills. Drafting, certification and interpretation of subordinate legislation.
- ENQUIRES** : Post Content Only - Adv. Monwabisi Nguqu, Tel No: (011) 355-6312 or Ms Zandile Ntshalintshali Tel No: (011) 355-6427
- 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, 65 Ntsemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street
- POST 26/115** : **DEPUTY DIRECTOR: LEADER OF GOVERNMENT BUSINESS REF NO: 004338**  
Directorate: Leader of Government Business (LGB)
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
Johannesburg  
A 3-4 Bachelor's degree in Social Sciences/Public Administration, 3-4 years relevant experience as an Assistant Director or Junior manager in the public sector environment. The candidate must have good writing skills, good verbal communication, planning, negotiation, report writing and administrative skills. Ability to pay attention to detail is a pre-requisite. Knowledge and experience of the Government Legislative Framework and ability to communicate effectively with all stakeholders. Demonstrable experience in drafting public policy documents and strategies. Monitoring and tracking of, policy development and implementation capability. People management skills. Good People and Financial Management skills. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
- DUTIES** : Provide strategic and technical support to the Leader of Government Business. Conduct research, strategic, analysis and prepare advice to the Executive Council Sub-Committees, the Executive Council and Premier's Coordination Forum. Develop memoranda for consideration by the Executive Council in relation to the annual Legislature programme. Tracking of Legislature Questions and management thereof. Analysis of questions, statements and programmes of the Legislature for submission to the Executive Council. Ensure support to the Governance and Planning Sub-Committees of the Executive Council. Manage the priorities of the Legislative's Programming Committee and provide support to the Leader of Government Business. Provide policy and strategic support to GPG departments in relation to the Cabinet system and Government Business in the Legislature. Coordinate activities for National Council of Provinces Workshops with relevant stakeholders. Provide guidance and support to departments with respect to the National Council of Provinces activities in the Province. Manage the Executive Council's participation in the Provincial and National Legislative process. Manage the sub directorate.
- ENQUIRES APPLICATIONS** : Ms Zandile Ntshalintshali Tel No (011) 355 6427  
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, 65 Ntsemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street
- NOTE** : 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 committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**POST 26/116** : **DEPUTY DIRECTOR: E-CABINET OPERATIONAL SERVICES REF NO: 004339**  
Directorate: e-Cabinet Operational Services

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
: Johannesburg  
: A 3 – 4 Year Bachelor Degree /National Diploma in Information Management; Public Policy Administration or equivalent qualification is required. knowledge of the development of government policies, procedures and prescripts. Thorough understanding of information technology, conceptualization, design and management of information systems. Good Communication (verbal and written), presentation, planning and organising skills. Strong Research and report writing skills. Advanced computer literacy/ statistical analysis skills. Project management skills. Good decision making and problem solving skills. Knowledge of database management.

**DUTIES** : Provide support to the Executive Council on the e-cabinet system and to the GPG departments. Manage the Executive Council tracking system. Compile quarterly analytical reports on the implementation of Cabinet decisions. Track and report on the progress of the implementation of decisions taken in Cabinet meetings through liaison with offices of Heads of department and MECs. Build, refine, conceptualize and design proof of concepts, implement, embed and maintain an electronic Cabinet system. Data warehousing and mining. Archiving of the official government set of Registers of Resolutions and Records of approved policies and legislation on the e-Cabinet systems. Maintain a document management system as it relates to EXCO and PCF. Conduct training sessions with all GPG departments to embed the processes required for uploads into the e-cabinet system and management of the system security. Manage the monthly and quarterly content deposits into the system.

**ENQUIRES APPLICATIONS** : Ms Zanidile Ntshalintshali Tel No: (011) 355 6427  
: 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, 65 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street

**POST 26/117** : **DEPUTY DIRECTOR: EVALUATIONS REF NO: 004323**  
Directorate: Performance, Monitoring and Evaluations

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
: Johannesburg  
: A Bachelor's Degree in Research/Research Psychology, Evaluations or equivalent qualification. A post-graduate qualification will be an added advantage. 3-5 years Research/Evaluations experience at Assistant Director or equivalent level. In-depth knowledge of relevant prescripts, application and understanding of legislative, regulatory and policy framework governing Evaluations within the public service. Good Communication (verbal and written) and presentation skills. Good Planning and organising skills. Strong Research/Evaluations and report writing skills. Advanced computer literacy/ statistical analysis skills (SPSS or equivalent). Project management skills. Good decision making and problem solving skills.

**DUTIES** : Manage, coordinate and conduct provincial evaluations to improve government performance, outcomes and impacts Coordinate the development of the Provincial Evaluation Plan, Project management of specific evaluations and other assignments (drafting terms of reference, project plans and SLAs, commissioning evaluations, organizing Steering Committee and other meetings, organizing stakeholder workshops, minuting meetings, drafting contracts for peer reviewers, etc.). Reviewing evaluation reports, developing and monitoring evaluation improvement plans. Initiating and undertaking certain evaluation assignments. Providing guidance and analyzing relevant data as required. Provide technical support to other provincial departments on evaluation related matters. Undertake rapid evaluations. Write policy briefs on evaluation aspects. Ensure the Implementation of evaluation recommendations in improving programmes.

**ENQUIRES** : Ms Fenny Mkhabela Tel No: (011) 355 6176

<b><u>APPLICATIONS</u></b>	:	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, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001 or online on <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> (Please do not send applications to 30 Simmonds street
<b><u>POST 26/118</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 004340</u></b> Directorate: Intergovernmental Relations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum plus benefits Johannesburg A Bachelor’s degree (NQF7) in Political Science, Development Studies, Public Administration/ Public Management and Governance/ Social Sciences or Public Law and Governance, understanding of constitutional law and legislative interpretation and least 3 years in the public-sector environment. Strong strategic, leadership, and management skills. Practical knowledge of the development of Government policies, procedures and prescripts. Demonstrable knowledge and understanding of Intergovernmental Relations structures and legislative framework governing IGR, Research and analysis knowledge experience on governance and the role of governance. Proven working experience in IGR and the relevant structures.
<b><u>DUTIES</u></b>	:	Facilitate coordination of Intergovernmental Relations Structures to promote cooperative government in the Gauteng City Region. Implementation of principles of cooperative government and intergovernmental relations to improve service delivery and socio economic interventions in the Gauteng City Region. Monitoring and evaluation of cooperative government between the Gauteng Provincial Government departments, National departments, the South African Local Government Association and Local Governments in the Gauteng City Region. Conduct research on IGR trends nationally and internationally. Develop from the SONA, SOPA, APPs, Executive Council, PCF and MEC/MMC Forum meetings and monitor the implementation of IGR priorities and resolutions. Coordination of Provincial Forums, Agenda setting, Recording discussions/ minutes. Relationship management and play a Liaison role between the Office of the Premier and other stakeholders. Coordinate the implementation of strategies and policies to manage intergovernmental relations. Facilitate implementation of strategies related to the Sub-directorate in relations to District, Metropolitan and Local IGR coordination. Assist in coordination of meetings, agenda and other logistics in support of the Premier’s Coordination Forum. Provide support in coordination of inter-sphere and intersectoral intergovernmental cooperation (Ntirhisano Premier’s Community Outreach Programme) to enhance Integrated Planning and Service Delivery. Maintain and review the IGR Structures database and participation in the IGR meetings. Assist in the provision of required administrative support on all IGR Structures (sector departments and municipalities) to support Ntirhisano functionality in all spheres of government and State entities. Provide support to intergovernmental service delivery services, for example the Ntirhisano: Premier’s Community Outreach Programme; Workstreams supporting the section 139 intervention in municipalities and Workstreams supporting Inter-Ministerial Task Team on service delivery; provide support to the Gauteng Department of Cooperative Governance and Traditional Affairs in facilitating the participation and contribution by National, Provincial departments and state entities in municipalities Integrated Development Plans (IDPs). Render administrative support in the Sub-Directorate: provide support to ensure the effective and efficient running and management of Intergovernmental Relations Sub-directorate; assist in compiling accurate and timeous minutes, decisions and reports for the Sub-Directorate and ensure that activities and projects are in line with the budget. Track the budget expenditure patterns and manage area of responsibility. Providing research and follow up in the development and implementation of the Intergovernmental Relations strategies, programmes and plans. Support the consolidation, submission and presentation of Intergovernmental Relations strategies, programmes and plans. Continuous follow up through tracking, monitoring, research, analysis and oversight of the Intergovernmental Relations strategies, programmes and plans. Initiate research and analysis on domestic and international trends in

**ENQUIRES**  
**APPLICATIONS**

line with the development and implementation of Intergovernmental Relations strategies, programmes and plans.

- : Ms Zanidile Ntshalintshali Tel No: (011) 355 6427
- : 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, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street