ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

**Head Office (HO)**
Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

**District Gauteng North (GN):** Physical Address: Yorkor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3641

**District Gauteng West (GW):** Physical Address: Corner Boshoff & uman Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.

**District Johannesburg Central (JC):** Physical Address: Corner Morola & Chris Hani road Soweto College pimville Postal Address: P.O. Box 900064, Bertiasham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,

**District Johannesburg East (JE):** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109.

**District Johannesburg North (JN):** Physical Address: Corner Biccard & Jorrison street FNB Building Bramfontein Postal Address: Private Bag X01, Bramfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378.

**District Johannesburg South (JS):** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.

**District Johannesburg West (JW):** Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: Tel No: (011) 831 5433

**District Tshwane North (TN):** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: (012) 543 4313.

**DISTRICT TSWANE SOUTH (TS):** Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5.

**District Tshwane West (TW)**
Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451.

**Gauteng East (GE):** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717.

**District Sedibeng East (SE):** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nomathembwa Kamuka: Tel No: (016) 440-1718

**Districts Ekurhuleni North (EN):** Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.

**District Ekurhuleni South (ES):** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa. Tel No: (011) 389-6034.

**District Sedibeng West (SW):** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193.

**CLOSING DATE**
26 February 2021

**NOTE**: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please
accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 05/129

ASSISTANT DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2021/02/01
Department: Special Investigation

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
An appropriate recognized three-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Administrative Management plus a minimum of 3 years’ experience in providing secretariat/administrative/office support /special cases at supervisory level. Knowledge of Relevant Prescripts, Public Service Act and Regulations. National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Planning and Organising, Problem Solving. Minutes Taking, Interpersonal and supervisory skills. A valid driver’s license is essential.

DUTIES:
Provide secretarial support to the special investigations, Directorate. Compile the agenda of meetings and ensure circulation of accompanying memoranda. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Draft responses for submission to internal and external stakeholders. Provide support in the development and analyses of special cases reports. Collect and compile information regarding cases that needs to be investigated. Conduct research, analyse and compile complex documents for the Director. Liaise and monitor cases reporting from internal and external stakeholders. Coordinate any special cases enquiries referred to the Directorate. Manage and provide guidance on the implementation and maintenance of the administrative systems and procedures within the Office of the Directorate, Special Investigations. Provide advice and support on the implementation and maintenance of internal filing system for the directorate in terms of the departmental records management prescripts. Provide effective and secure archiving system for the special cases documentation. Monitor the manual and electronic recording of decisions from meetings. Monitor the implementation and maintenance of correspondence tracking system for all cases. Establish, implement and maintain effective processes/ procedures for information and document flow to and from the Directorate. Ensure the safekeeping of all documentation in the Office. Comply with policies, prescripts, and other processes and procedures within the Sub-Directorate. Maintain compliance to policies, prescripts and procedures pertaining to the Directorate. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Directorate matters. Provide policy related advice to the stakeholders. Supervise staff. Allocate and ensure quality of work. Assess staff performance. Co-ordinate the performance agreements.

ENQUIRIES: Ms. Lerato Machaka Tel No: (011) 843 6532

POST 05/130

ASSISTANT DIRECTOR: LEARNER ADMISSION SERVICES REF NO: HO2021/02/02
Directorate: Public Ordinary Schools

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
DUTIES: Coordination of learner admissions systems for all Gauteng Districts and Schools. Plan and design the learner admissions processes in the province. Facilitate review of all learner admissions systems. Gather information from various sources and analyse to identify data trends. Facilitate the Development and mediation of learner admissions policies and Regulations and Guidelines and policies to ensure implementation of SASA. Maintain a comprehensive database. Develop reports to inform planning for resourcing of schools in line with admissions. Ensure the electronic Development and Advancement of the learner Admissions System. Analysis and interpretation of data sets and results to identify trends. Analyze and interpret learner admission data patterns. Draw up learner admission dashboard to display true data trends. Draw data from the system for reporting. Conduct client surveys to obtain and analyse data to improve quality of the online admission system. Recommend information and procedures/methods to be used for improvement of learner admission process. Collaborate with other Business Units on Learner Admissions related issues. Provide a verbal and written reports to Head Office / District Director / DAT (District Assessment Team), District Based Support Team (DBST) the Chief Education Specialist and Principals on learner admissions proposals and planning. Report on all irregularities/challenges experienced during the learner admission process including admissions. Provide administrative support to Business Units. Identify and attend to Business Units and line functions/Admissions Coordinators with regards to learner admission procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of Admissions Coordinators, support staff, School principals and Administrators on their roles and responsibilities during the learner admission period. Compile submissions and route to the HoD and MEC for approval. Respond to letters / public queries with regards to online admission applications, re-enrolment and transfers. Supervision of Staff. Allocate duties and quality assure the work of subordinates and Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 05/131: ASSISTANT DIRECTOR: SCHOOL ADMINISTRATION SERVICES REF NO: HO2021/02/101
Directorate: Public Ordinary Schools

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Public Administration/Statistics/Project Management/ SQL/ Data Management plus minimum of 5 years’ experience as a Data Analyst/Statistician and within administration environment at supervisory level. Knowledge of Public Service Act and Regulations, Employment of Educator’s Act, Basic Condition of Employment Act, Labour Relations Act, PFMA, SASA, Gazette 31337 as amended, Labour Relations Act, relevant legislation pertaining to Exams and Assessments Processes. Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. A valid driver’s license is essential.

DUTIES: Coordination of all school administration processes e.g. establishment of schools, systems to manage and coordinate admissions stats to inform policy directives, school resourcing to closure of schools. Facilitate review of all public school systems to support school governance and management processes. Gather information from various sources and analyse to identify data trends. Facilitate the Development and mediation of Policies, Regulations, Guidelines and policies to ensure implementation of SASA. Maintain a comprehensive database in collaboration with all relevant line functions. Develop reports to inform planning for resourcing of schools in line with admissions. Draw up dashboards and graphs to display data trends. Draw data from the system for reporting. Conduct client surveys to obtain and analyse data to improve quality of the Public Ordinary Schools systems including SASAMS. Identify and analyze the efficiency and utilization of the online systems and report the results to the management team to refine the business requirements. Recommend information and procedures/methods to be used for improvement
systems and business processes. Stakeholder and Client liaison. Collaborate with other Business Units on related issues (e.g. Information Technology, Circuit Management Team, Support, District Information System Management, Education Planning, Evaluation and Support, etc.). Coordinate consultations with different stakeholders. Provide a verbal and written reports to Head Office / District Director / DAT (District Assessment Team), District Based Support Team (DBST) the Chief Education Specialist and Principals on learner admissions proposals and planning. Submit consolidated statistical reports and narrative reports. Report on all irregularities/challenges experienced during the learner admission process including admissions. Provide administrative support to Business Units. Identify and attend to Business Units and line functions/Admissions Coordinators with regards to learner admission procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of all District Circuit Management Teams, School principals and Administrators on their roles and responsibilities. Compile submissions and route to the HoD and MEC for approval. Respond to letters / school/ district / public queries. Attend to and resolve queries from internal Business Units and the public. Supervision of Staff. Allocate duties and perform quality assure the work of subordinates. Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES:** Ms. Mmule Madonsela Tel No: (011) 355 0297

**POST 05/132:** ASSISTANT DIRECTOR: ORGANISATION AND GOVERNANCE REF NO: HO2021/02/03

**SALARY:** R376 596 per annum

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate recognized three-year National Diploma/Degree in Public Administration/ Governance and Management plus a minimum of 3 years' experience within administration environment at supervisory level. Knowledge of Public Service Act and Regulations, Employment of Educator’s Act, Basic Condition of Employment Act, Labour Relations Act, PFMA, SASA, Gazette 31337 as amended, relevant legislation pertaining to Exams and Assessments Processes. Computer literacy, Communication, Planning, Organising, Analytical, Conflict Management, Report writing, Good Interpersonal relations, Problem Solving, Facilitation, Presentation and Supervisory skills. A valid driver’s license is essential.

**DUTIES:** Render administrative support for school governance functions. Compilation of school fees exemption, learner expulsion reports, memos/ letters in response to public queries and requests. Compilation of meeting minutes of school governance meetings. Coordinate BMT/ IDSO and District SLO school visits. Coordinate school governance training programmes. Ensure logistic arrangement for meetings/ workshops. Assist in preparing a quarterly schedule of school governance activities informed by the term deliverables. Compilation of weekly, monthly, quarterly, DBE and other related reports. Coordinate governance activities within the POS sub-directorate and relevant line functions. Develop financial reports, presentations for management and Top Management. Develop and maintain a database of all Governance programmes. Compilation and proof reading of submissions. Drafting of submissions and routing them to the HoD/ MEC for approval. Proof reading of school governance submissions: School fees exemption, Learner expulsion investigations, School resourcing. Tracking of routed submissions pertaining approval of requested functions. Development of School Governance Policies, procedures and guidelines. Participate in the development implement of policies and ensure compliance with the relevant SASA (South African Schools Act) regulatory framework. Liaise with all stakeholders, participate in the development operational strategies, policies and procedures to meet public ordinary school needs. Ensure the implementation of adequate school governance policies and procedures by conduction workshops across all districts. Ensure compliance in terms of procurement procedures. Manage the sub-directorate planning processes, budgeting and procurement. Coordinate submission of procurement requests. Track all RLS01/02 procurement requests. Supervision of Staff, allocate duties and perform quality assure the
work of subordinates. Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. Conduct performance reviews.

ENQUIRIES : Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 05/133 : ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: HO2021/02/05
Directorate: Education Research and Knowledge Management

SALARY : R376 596 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Education Research/Communication/Library and information science/Econometrics plus a minimum of 3 years in research environment experience. Knowledge of statistical analysis such as SPSS or STATA will be an added advantage. Knowledge of the development of graphs. Knowledge of applicable legislation, regulations and policies. Computer literacy (Power point and Excel at an advance level), Communication skills (Verbal and Written), Report writing and academic writing skills, Interpersonal skills, Research skills, Presentation skills. A valid driver’s license is essential.

DUTIES : Coordination of student and academic research requests. Process research requests from HEI’s. Maintenance of Research Frameworks. Analyze research reports from HEIs to inform GDE policies. Disseminate research findings from HEIs. Conduct and compile desktop research reports and rapid empirical studies in response to GDE research needs. Develop Concept documents. Data collection. Data analysis. Write research reports. Dissemination of Research Outputs. Conduct client’s satisfaction survey on research requests procedures. Document proceedings reports for Summits/Colloquia/Conferences and Round table discussions. Newspaper Content Analysis in relation to GDE research needs. Support Commissioned research projects.

ENQUIRIES : Ms Faith Tshabalala Tel No: (011) 355 0488

POST 05/134 : IT SUPPORT TECHNICIANS (HEAD OFFICE SUPPORT) REF NO: HO2021/02/06 (X2 POSTS)
Directorate: IT Support Services

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Information Technology. /Information Systems/ Computer Science plus a minimum of 1 years’ relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver’s license is essential.

DUTIES : Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users, Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

ENQUIRIES : Ms. Eva Motshwaedi Tel No: (011) 843 6724.
POST 05/135: IT SUPPORT TECHNICIANS (DISTRICT SUPPORT) REF NO: HO2021/02/07 (X2 POSTS)
Directorate: IT Support Services

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
An appropriate recognized year National Diploma/Degree in Information Technology/Information Systems/ Computer Science/Electrical Engineering (Light Current) plus a minimum of 3 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate will be an added advantage. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

DUTIES:
Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users. Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

ENQUIRIES:
Ms. Eva Motshwaedi Tel No: (011) 843 6724

POST 05/136: SENIOR ADMIN OFFICER: OFFICE OF THE DDG REF NO: HO2021/02/08
Office of the DDG: Education Support

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES:
To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES:
Ms Thobeka Magwambe Tel No: (011) 355 0520

POST 05/137: SENIOR ADMIN OFFICER REF NO: HO2021/02/105
Directorate: Maintenance

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, good problem solving and analytical skills. A valid driver’s license is essential.

**DUTIES**

Provide effective administrative support to the maintenance Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit’s meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Business Unit matters. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

**ENQUIRIES**

Ms Ntombentsha Gashe Tel No: (011) 843 6543

**POST 05/138**

SENIOR ADMIN OFFICER: SUBSIDIZED VEHICLE MANAGEMENT REF NO: HO2021/02/10

Directorate: Auxiliary Services and Fleet Management

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**

Implement transport policy within GDE. Administer the Subsidized Motor Vehicles in accordance with Transport policy. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport policy. Administer Subsidized Motor Vehicles are in line with the relevant transport guidelines or policies. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport policy. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Supervise and Render Subsidized Vehicles management services within the Department. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Administer the cost-effective utilization of subsidized vehicles is eliminated and in order to reduce fruitless and wasteful expenditure. Prepare monthly/ quarterly reports subsidized vehicles. Administer Subsidized Vehicles accidents, Damaged, stolen and loss of vehicle within the GDE. Conduct preliminary investigation on fraudulent claims. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Supervise Staff. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.
ENQUIRIES: Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/139: SENIOR ADMIN OFFICER: GG VEHICLES MANAGEMENT REF NO: HO2021/02/11 (X2 POSTS)
Directorate: Auxiliary Services and Fleet Management

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg

DUTIES: Supervise and Render g-Fleet administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4. of 2000. Administer g-Fleet vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles are inducted on vehicle policies. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums.

ENQUIRIES: Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/140: SENIOR PROVISIONING OFFICER: AUXILIARY SUPPORT SERVICES
Directorate: Auxiliary Services and Fleet Management

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg

DUTIES: Provide effective administrative support to the Business Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during
compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Ensure the delivery, distribution and storage of goods ordered and ensure stock taking of consumables inventories on monthly basis takes place. Ensure the provision of the cleaning and general assistance services within the GDE. Ensure Compliance to Occupational Health and Safety Policy and Procedure. Provide cleaning materials and equipment’s to all cleaners. Conduct regular cleaning inspection within the GDE. Compile monthly reports. Provide Driver, messenger and Photocopier services within GDE. Manage performance of messenger/photocopier functions. Ensure maintenance of a Logbook for the allocated vehicle. Ensure the Implement of Auxiliary support service policy within GDE. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Participate in the development and review of the uniform and protective clothing policy. Supervise staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, policies etc.

ENQUIRIES :
Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/141 :
SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT AND ADMINISTRATION REF NO: HO2021/02/13
Directorate: Procurement

SALARY :
R316 791 per annum

CENTRE :
Head Office, Johannesburg

REQUIREMENTS :

DUTIES :
Render SCM Contract Management services. Participate in the development and implementation of procurement related Service Level Agreements in the department. Check that extended contracts are in line with the captured approved budget and are within term. Facilitate the implementation of contracts according to the approved budgetary / monetary value. Assist in monitoring departmental contracts and providing advice to management and end users, of contracts that are going to expire in order to avoid fruitless and wasteful expenditure. Partake in the development and maintenance of a contract register. Facilitate signing of award letter(s) by contractor by arranging an award meeting in consultation with Line Managers. Participate in the development and implementation of monitoring tools to ensure that contract obligations are met. Deal with non-performance and deviations according to due processes, in consultation with the Legal Services unit. Assist in reporting all incidents of non-performance and deviations to the Provincial Treasury timeously. Provide effective administrative support to the Business Unit. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Compiling correspondence, reports, presentations and other written material for the Business Unit. Allocate tasks accordingly, provide guidance and support to subordinates where necessary. Manage leave of subordinates. Review the performance of subordinates on a regular basis and develop training and development measures to improve performance according to PMDS guideline.

ENQUIRIES :
Mr. Hendrik Jaarsb Tel No: (011) 355 1176

POST 05/142 :
PRACTITIONER: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT. REF NO: HO2021/02/14
Directorate: Organisation Development

SALARY :
R316 791 per annum

CENTRE :
Head Office, Johannesburg
**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 1 year relevant experience in Job Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Regulation, Job Evaluation and Job Description prescripts, Business process management (IDEFO/ VISIO/ BIZAGI Modelling) and Evaluate System. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written communication skills, presentation and facilitation skills. A valid driver’s license is essential.

**DUTIES**

Coordinate and facilitate the development of job descriptions. Participate in the development and review of job description guidelines and templates. Coordinate and facilitate job evaluation within the department. Identify and prioritize posts to be subjected for job evaluation. Develop and map business processes for the department. Facilitate identification and prioritization of business processes to be developed within all business units. Development of standard operating procedures for all mapped business process within all business units. Coordinate and facilitate the development of the organizations Service Delivery Model. Provide administrative and logistical support to the Sub-Directorate.

**ENQUIRIES**

Ms. Ngwanalesetja Phoshoko Tel No: (011) 843 6884

**POST 05/143**

**SENIOR ADMIN OFFICER**

**REF NO:** HO2021/02/15

**Directorate:** HRTS (Johannesburg Cluster)

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus a minimum of 2 - 3 years’ experience in administration, financial administration, supply chain management, records management, and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and Financial and SCM Prescripts, Knowledge of PERSAL and BAS and SAP. Batho Pele principles and other relevant Prescripts governing Public Service. Advanced Computer literacy. Communication Skills, Project Management, Interpersonal relations, presentation, people management, report writing, good problem solving, analytical and supervisory skills. A valid driver’s license is essential.

**DUTIES**

Provide effective administrative support to the Business Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit’s meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Business Unit matters. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

**ENQUIRIES**

Ms. Simphiwe Nkosi Tel No: (011) 843 6612.

91
POST 05/144: SENIOR STATE ACCOUNTANT REF NO: HO2021/02/16 (X6 POSTS)

Directorate: Management Accounting

**SALARY**: R316 791 per annum

**CENTRE**: Head Office, Johannesburg


**DUTIES**: Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

**ENQUIRIES**: Ms. Matshidiso Kobe Tel No: (011) 355 0303

POST 05/145: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: HO2021/02/17

Directorate: Transversal Human Resource Services

**SALARY**: R316 791 per annum

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 2-3 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good inter-personal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES**: To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal. Facilitate the processing of home owners allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on
Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES

Mr. Moses Khangala Tel No: (011) 843 6822

POST 05/146

CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE FOR ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2021/02/18

Sub-Directorate: Transversal Human Resource Services

SALARY

R316 791 per annum

CENTRE

Head Office

REQUIREMENTS


DUTIES

To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyse data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the Districts, schools, clients, and Head Office. Approve accurately captured PILIR (Policy on Incapacity Leave for Ill Health Retirement) transactions on PERSAL. Analyse departmental PILIR, guidelines, strategy, and Human Resource procedure manuals to identify gaps. Participate in the development of methodologies, policies, procedures manual consistent with best practices relating to PILIR. Ensure implementation of approved PILIR policy, guidelines, strategy and HR procedure manuals in the Department. Create awareness on the PILIR processes and Procedures. By conducting workshops; interpreting and explaining the PILIR policies and procedures to the Departmental personnel. Ensure effective Management of Record system for safekeeping. Analyse Health Risk Manager’ outcome reports to ensure correct implementation of PILIR outcomes on PERSAL. Monitor the implementation of PILIR outcomes on Persal. Ensure that the Long/ Temporary Incapacity leave by employees are subjected to Independent Medical Assessment in determining whether to reduce /continue Incapacity leave. Ensure provision of monthly, quarterly and annual reports on the implementation of PILIR. Quality Assure and ensure timeous submission/ retrieval of PILIR (Policy on Incapacity Leave for Ill Health Retirement) Applications. Ensure efficiency on Client and Stakeholders on PILIR (Policy on Incapacity Leave for Ill Health Retirement) matters. Ensure that applications are processed within the agreed timelines as per the Service Level Agreement (SLA). Ensure submission of accurate PILIR reports by Health Risk Manager. Ensure the signing of PILIR Outcome Letters from the Health Risk Manager. Draft and compile submissions for captured applications to the Health Risk Manager for assessment. Ensure that payment of services rendered by the Health Risk Manager is processed within 30 working days,
Quality assure Applications, Independent Medical Assessments) Supervision and Development of staff System (performance development plans, job descriptions and performance agreement).

ENQUIRIES: Ms. Mmakoma Mathabatha Tel No: (011) 843 6563

POST 05/147: INTERNAL CONTROL OFFICER REF NO: HO2021/02/19 (X3 POSTS)
Directorate: Internal Control

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg

DUTIES: Coordinate the monitoring of financial compliance. Review records in order to verify that the department has complied with all relevant legislative prescripts. Record findings and follow-up with the relevant units so that issues can be verified. Provide recommendations on irregularities and non-compliance issues. Monitor the implementation of compliance controls. Act as an independent reviewer to ensure that compliance issues within the department are evaluated, investigated and resolved. Ensure compliance within the department by implementing the compliance risk management and monitoring plan. Coordinate internal and external audits. Gather and consolidate responses from relevant units with respect to audit requests. Provide support with regard to the audit processes. Maintain the asset loss register. Verify and ensure that Asset Loss Forms (GDE 73) are fully completed. View and Extract lost or damaged asset information from BAUD asset management system (Asset management system). Identify the nature of loss / damage (negligence, burglary or fire) and prepare a report/submission on a quarterly/annual basis. Investigate and conduct site visits on internal asset loss cases and provide reports associated with these. Implement policies and procedures on asset losses and Monitor compliance against the Asset Loss policy. Maintain the asset loss database. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Verify lost /damaged assets on the BAUD system. Liaise with the asset management unit on assets reported to be stolen or damaged. Review and compare the RAAAA location and Asset loss register. Ensure effective and efficient management of administrative duties within the component. Arrange a meeting and attend to all logistical preparations. Draft the agenda for the meeting. Compile minutes for meetings. File all documents. Draft submissions, letters and internal memorandums.

ENQUIRIES: Ms. Unity Zambane Tel No: (011) 355 0268

POST 05/148: SENIOR ADMIN OFFICER REF NO: HO2021/02/20
Directorate: Asset Management

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate three-year Diploma/Degree in Financial Management/Internal Auditing/Business management/supply chain management plus a minimum of 2-3 years' experience in rendering support to asset management. Knowledge of warehouse policies and systems, working of the relevant Acts prescripts regulation, procedure pertaining to general administration such as finance, asset management and human resource management. Sound Knowledge on the operation and utilisation of the binding machine, Dictaphones, computer, printer, photocopy, fax machine data video projections. Must have communication skill, computer literate, interpersonal skills, language skills, report writing and problem-solving skills. A valid Drivers' Licence is essential.

DUTIES: Participate in the efficient running of the warehouse. Oversee the delivery of furniture and other stores to the institutions, districts and head office, Deal with all aspects of stock taking for all furniture and other stores. Ensure the maintenance of the warehouse inventory. Deal with the disposal of the redundant stock and other stores. Execution of asset control inspections. Implement warehouse policies and procedure manuals. Provide advice to
stakeholders on related matters. Provide Administrative support services for the sub-directorate. Maintain the effective flow of information and documents to and from the sub-directorate. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff. Supervise and identify performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plans, performance development plans, job descriptions and performance agreement of staff. Ensure staff is kept abreast of all new prescripts and policies. Implement and maintain administrative systems and procedures for the sub-directorate in terms of the departmental filling system prescripts. Ensure maintenance of the filling system for the sub-directorate and the tracking system for office correspondence from and to the sub-directorate. Follow up systems of the sub-directorate for the implementations of the recommendations and resolutions emanating from meetings. Oversee the delivery of furniture and equipment as well as start-up kit for the newly build schools. Receive, store and distribute furniture and equipment as well as start-up kit to newly build schools.

ENQUIRIES: Mr Stephen Shole Tel No: (011) 355 0173

POST 05/149: SENIOR ADMIN OFFICER: TRANSPORT REF NO: JW2021/02/21
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY: R316 791 per annum
CENTRE: Johannesburg West District

DUTIES: Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No. 4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g-Fleet vehicles are investigated. Ensure that all users of government
owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES: Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)

POST 05/150: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: TN2021/02/22
Sub-Directorate: Transversal Human Resource Services
Unit: Conditions of Service

SALARY: R316 791 per annum
CENTRE: Tshwane North District
REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 2-3 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal. Facilitate the processing of home owners allowance, resettlement, relocation, overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES: TN District: Ms. Rejoice Manamela Tel No: (012) 543 4313

POST 05/151: SENIOR PERSONNEL PRACTITIONER (X2 POSTS)
Sub Directorate: Dispute Management

SALARY: R316 791 per annum
CENTRE: Johannesburg West District Ref No: JW2021/02/23
Gauteng West District Ref No: GW2021/02/24

DUTIES: Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary
hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution of grievances. Investigate grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

POST 05/152 : SENIOR ADMIN OFFICER; TRANSPORT AND NUTRITION (X2 POSTS)
Sub Directorate: Education Support

SALARY : R316 791 per annum
CENTRE : Johannesburg North District: Ref No: JN2021/02/25
Johannesburg West District: Ref No: JW2021/02/26

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree in Public Administration /Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 2 - 3 years' experience in providing administration/office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver’s license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

DUTIES : Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

ENQUIRIES : Ms N Mashazi Tel No: (011) 694 9321 (JN)
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)

POST 05/153 : SENIOR ADMIN OFFICER; OFFICE SERVICE POOL (X4 POSTS)
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY : R316 791 per annum
CENTRE : Johannesburg East District: Ref No: JE2021/02/27
Johannesburg Central District: Ref No: JC2021/02/28
Ekurhuleni South District Ref No: ES2021/02/29
Ekurhuleni North District Ref No: EN2021/02/30

REQUIREMENTS : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/ Office Management/ Office Administration/Administrative Management/ Records and Archives Management plus a minimum of 2 - 3 years’ relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver’s license.
**DUTIES**
Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment’s are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

**ENQUIRIES**
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Ms Emily Mochela Tel No. (011) 746 8190 (EN)

**POST 05/154**
**SENIOR STATE ACCOUNTANT (X3 POSTS)**
Sub Directorate: Finance & Administration
Unit: Finance Management

**SALARY**
R316 791 per annum

**CENTRE**
Johannesburg West District Ref No: JW2021/02/31
Tshwane South District Ref No: TS2021/02/32
Ekurhuleni South Ref No: ES2021/02/33

**REQUIREMENTS**
An appropriate recognised 3- year National Diploma/Degree in Financial Management/Accounting and Cost and Management Accounting and Public Finance plus a minimum of 1 year’ experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES**
Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01’s from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01’s are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the
unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES: Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
            Mr Thabiyo Mphosi Tel No: (012) 401 6363 (TS)
            Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)

POST 05/155: SENIOR ADMIN OFFICER (X2 POSTS)
Sub Directorate: Examinations & Administration

SALARY: R316 791 per annum
CENTRE: Sedibeng East District Ref No: SE2021/02/34
         Johannesburg South District Ref No: JS2021/02/72

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management plus a minimum of 2-3 years’ relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark/recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assure registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES: Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)
            Mr Patrick Sesane Tel No: (011) 247 5944 (JS)

POST 05/156: SENIOR PROVISIONING ADMIN OFFICER (X5 POSTS)
Sub Directorate: Finance and Administration
Unit: Provisioning and Administration for Institutions

SALARY: R316 791 per annum
CENTRE: Johannesburg West District Ref No: JW2021/02/36
         Johannesburg North District Ref No: JN2021/02/37
         Johannesburg East District Ref No: JE2021/02/38
         Tshwane North District Ref No: TN2021/02/39
         Tshwane South District Ref No: TS2021/02/40


DUTIES: Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and
Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES:
Mr Lizwe Jafta Tel No: (011) 631 5433 (JW)
Ms N Mashazi Tel No: (011) 694 9321 (JN)
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Ms R Manamela Tel No: (012) 543 4313 (TN)
Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)

POST 05/157:
SENIOR PROVISIONING ADMIN OFFICER (X2 POSTS)
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY:
R316 791 per annum

CENTRE:
Sedibeng East District: Ref No: SE2021/02/41
Ekurhuleni North District: Ref No: EN2021/02/42

REQUIREMENTS:

DUTIES:
Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01’s and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01’s and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES:
Ms Nomathembwa Xawuka Tel No: (016) 440 1718 (SE)
Ms Emily Mochela Tel No: (011) 746 8190 (EN)
POST 05/158  : CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X19 POSTS)
Sub Directorate: Transversal Human Resource Services
Unit: Human Resource Provisioning

SALARY : R316 791 per annum
CENTRE : Johannesburg North District: Ref No: JN2021/02/44 (X2 Posts)
Johannesburg South District: Ref No: JS2021/02/45
Johannesburg East District: Ref No: JE2021/02/46 (X2 Posts)
Johannesburg Central District: Ref No: JC2021/02/47 (X3 Posts)
Gauteng North District Ref No: GN2021/02/48
Tshwane North District Ref No: TN2021/02/49
Tshwane West District Ref No: TW2021/02/50
Tshwane South District: Ref No: TS2021/02/51 (X4 Posts)
Ekurhuleni South Ref No: ES2021/02/52
Sedibeng West District: Ref No: SW2021/02/53
Ekurhuleni North District: Ref No: EN2021/02/54 (X2 Posts)
Sedibeng East District: Ref No: SE2021/02/55


DUTIES : Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79/HRT1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.

ENQUIRIES : Ms N Mashazi Tel No: (011) 694 9321 (JN)
Mr Patrick SesaneTel No: (011) 247 5944 (JS)
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)
Ms. Rejoice Manamela Tel No: (012) 543 4313 (TN)
Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)
Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)
Ms B Mlotshwa Tel No: (016) 594 9207 (SW)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Ms Emily Mochela Tel No. (011) 746 8190 (EN)
Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)
POST 05/159 : SENIOR PERSONNEL PRACTITIONER: PERFORMANCE & DEVELOPMENT
(X6 POSTS)
Sub Directorate: THRS
Unit: PMDS

SALARY : R316 791 per annum
CENTRE :
- Johannesburg North District Ref No: JN2021/02/56
- Tshwane West District Ref No: TW2021/02/57
- Ekurhuleni South District Ref No: ES2021/02/58
- Sedibeng West District Ref No: SW2021/02/59
- Sedibeng East District Ref No: SE2021/02/60
- Johannesburg East District Ref No: JE2021/02/77

REQUIREMENTS :

DUTIES :
- Co-ordinate the implementation of Performance Management and Development System Policy. Implement systems for the development of personnel with regard to skills development processes. Coordinate employee performance contracting process. Coordinate employee performance review process. Perform quality assurance on the PMDS documentation from the Business Units. Facilitate payment of performance bonuses for employees in the District and Institutions. Co-ordinate Training and Development of all staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team (DSTC) in addressing staff training needs. Collate data from PS and SIP (school based), UIP (office based), CS (office based) performance agreement contracts for their development and training. Facilitate the sourcing of training of service providers (three quotations) and attach completed RSL01 to procurement. Support the implementation, coordination and management of the GDE AET Programmes and training sessions. Provide inputs to the development of workplace skills plan. Collect Training registers from training facilitators. Capture information on the approved WSP template and populate Workplace Skills Plan (WSP) Annual Training Reports for reporting to the relevant SETA’s. Consolidate costing of identified training programmes against allocated training budget. Maintain skills database. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship programmes. Facilitate the orientation and induction programmes for new Learners and Interns. Participate in internship, experiential learning and Work Integrated Learning (WIL) programs aimed at assisting unemployed youth to gain workplace experience. Co-ordinate the implementation of employee wellness programmes. Identify wellness programmes for GDE staff within the District. Facilitate wellness programmes, project and interventions and ensure attendance by staff. Analyze GDE wellness needs and identify cases that need referral. Provide wellness support in line with the GDE policy and strategies. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Draft and submit training plans to relevant stakeholders and PMD. Provide input to the Human Resource Development plan. Perform data capturing and effective record keeping in the Unit. Coordinate CIP projects for newly appointment employees.

ENQUIRIES :
- Ms N Mashazi Tel No: (011) 694 9321 (JN)
- Ms P Ravele Tel No: (012) 725 1451 (TW)
- Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
- Ms B Mlotshwa Tel No: (016) 594 9207 (SW)
- Ms Nomathemba Xawuka Tel No: (016) 440 1718 (SE)
- Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
**POST 05/160**  
**SENIOR ADMIN OFFICER (X3 POSTS)**  
Sub-Directorate: (Finance & Administration)  
Unit: Provisioning and Administration for Institutions  

**SALARY**: R316 791 per annum (plus benefits)  
**CENTRE**:  
Gauteng West District Ref No: GW2021/02/61  
Tshwane North District Ref No: TN2021/02/62  
Gauteng East District Ref No: GE2021/02/63  


**DUTIES**: Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, polices Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.  

**ENQUIRIES**:  
Ms L Dhlamini, Tel No: (011) 660 4581 (GW)  
Ms R Manamela Tel No: (012) 543 4313 (TN)  
Mr Mpho Leotlela Tel No: 011 736 0717 (GE)  

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**POST 05/161**  
**CHIEF ADMIN CLERK: ORDER PROCESSING. REF NO: HO2021/02/64**  
Directorate: Procurement  

**SALARY**: R257 508 per annum  
**CENTRE**: Head Office, Johannesburg  

**REQUIREMENTS**: Grade 12 plus a minimum of 3-5 years relevant experience in Supply Chain Management. Knowledge of Procurement Policies and Procedures, National Treasury Regulations, Public Finance Management Act. Good communications skills (verbal and written); Computer literacy, Planning and Organizing. A valid driver’s license is essential.  

**DUTIES**: Supervise and render order processing clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render administrative services to ensure effective and efficient office operations. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Verify that correct specification has been captured on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive order processing documents. Supervise and undertake logistical support services. Check, place and verify orders for goods. Verify that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Supervise human resources. Allocate work and ensure the quality thereof. Assess employee performance.  

**ENQUIRIES**: Ms. Barbara Morulane Tel No: (011) 355 1092
POST 05/162: SENIOR LIBRARIAN (X2 POSTS)
Sub-Directorate: Curriculum Management & Delivery

SALARY: R257 508 per annum
CENTRE: Gauteng West District: Ref No: GW2021/02/65
Tshwane North District: Ref No: TN2021/02/66

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Library Science or Information Science plus a minimum of 3 years’ relevant experience in the library related environment. Experience should include cataloguing knowledge, polygon library system and In-house protocols. In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure, facilitation & training skills. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid driver’s license.

DUTIES: Compare selections with card catalogue/ electronic records. Review material from the publisher catalogues and various database. Classify and catalogue library material. Capture newly acquired library material on the system. Analyse and sort library materials according to the applicable library system. Maintain online authority files. Render reference and information services. Monitor the circulation of library services, handle interlibrary loans and trace bibliographic records. Market and promote Library Services. Facilitate current awareness programme/events and conduct orientation on library services. Facilitate the provision of library and information management systems. Oversee information system, internet and maintenance contracts. Manage resources allocated, ensure that staff are assessed in line with the performance management system and monitor utilization of library equipment’s.

ENQUIRIES: GW District: Ms Louisa Dhlamini, Tel No: (011) 660 4581
TN District: Ms R Manamela Tel No: (012) 543 4313

POST 05/163: HR PRACTITIONER (OHS): EMPLOYEE HEALTH & WELLNESS MANAGEMENT
Directorate: Performance Management and Development

SALARY: R257 508 per annum
CENTRE: Head Office, Johannesburg


ENQUIRIES: Ms. Motshedisi Ramohloki Tel No: (011) 843 6656

POST 05/164: CHIEF ADMIN CLERK: G-FLEET MANAGEMENT
(X2 POSTS)
Directorate: Auxiliary Services and Fleet Management

SALARY: R257 508 per annum
**CENTRE**  
Head Office, Johannesburg

**REQUIREMENTS**  
Grade 12 plus a minimum of 3-5 years’ experience in Transport Management. Knowledge of PFMA, National Transport Circulars, Public Service Act and Regulations, Supply Chain Management Policy, electronic Log sheet System. Computer literacy, Communication skills, Report writing skills, Interpersonal skills, Problem Solving, Planning and Organizing skills. A valid driver’s license is essential.

**DUTIES**  
Render g-Fleet vehicle administration services within the Department. Administer the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Administer the issuing of g-Fleet vehicles in GDE. Maintain g-Fleet T vehicles asset register. Facilitate the requisition of vehicles for special. Implement transport policy within GDE. Render the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Administer reports and approvals of g-Fleet T vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Administer g-Fleet T vehicles in line with the relevant transport guidelines or policies. Implement the cost-control measures in line with the PFMA, Administer g-Fleet Vehicles accident, damaged, stolen and loss of vehicle within the GDE. Submit accident/damaged/stolen vehicles reports to the service provider and complete relevant register. Report alleged misuse and abuse of g Fleet vehicles. Assess driver’s skills of all users of government owned vehicles within GDE. Supervise Staff. Compile and submit work plan, performance development plan, and job description.

**ENQUIRIES**  
Ms Monica Sampson Tel No: (011) 355 1521

**POST 05/165**  
PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2021/02/69  
Directorate: HRTS

**SALARY**  
R257 508 per annum

**CENTRE**  
Head Office, Johannesburg

**REQUIREMENTS**  
An appropriate recognized three-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years’ experience as a Personnel Officer in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver’s license is essential.

**DUTIES**  
Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assurance all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on Persal. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.
ENQUIRIES  : Ms Mmakoma Mathabatha Tel No: (011) 843 6563

POST 05/166 : PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: HO2021/02/70 (X2 POSTS)
               Directorate: HRTS

SALARY  : R257 508 per annum
CENTRE  : Head Office, Johannesburg
REQUIREMENTS  : An appropriate recognized three-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years’ experience in an HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver’s license is essential.

DUTIES  : Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Home owners’ allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assure the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES  : Mr Moses Khangala Tel No: (011) 843 6822

POST 05/167 : PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (HEAD OFFICE) REF NO: HO2021/02/71
               Directorate: Recruitment & Selection

SALARY  : R257 508 per annum
CENTRE  : Head Office
REQUIREMENTS  : An appropriate recognized 3-year National Diploma/Degree in Human Resource plus a minimum of 1-2 years’ relevant experience in the HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver’s license is essential.

DUTIES  : To provide effective and efficient recruitment. Assist in the implementation of the GDE’s recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection,
appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 05/168 : CHIEF ADMIN CLERK REF NO: HO2021/02/73
Directorate: Maintenance

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ experience in the administrative or clerical support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel), Planning, organising and supervisory skills. Ability to work under pressure, work independently and meet deadlines. A valid driver’s license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Handle telephone accounts and petty cash for the component. Liaise with service providers regarding payments. Keep record of captured invoices and payments. Prepare RLS01 and facilitate RLS02 for processing. Ensure the information is captured correctly. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES : Ms Ntombentsha Gashe Tel No: (011) 843 6543

POST 05/169 : CHIEF ADMINISTRATION CLERK: PROPERTY MANAGEMENT REF NO: HO2021/02/74 (X2 POSTS)
Directorate: Infrastructure Planning and Property Management

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg

DUTIES : Keep and update property register of GDE. Prepare requests for permission to occupy (PTO) to municipalities or developers. Assist in acquisition of properties and contract management of leases. Provide property information as may be required in Strategic Briefs, Business Cases or Project list like erf/portion numbers, their sizes, zoning or ownership. Confirm GDE properties using various spatial information systems like Windeed, municipalities GIS, lapsis, 1map, etc. Assist the sub-directorate in dealing with illegal occupation of GDE properties. Contribute to a credible Infrastructure Asset Management Plan (IAMP) from property point of view by providing list of Section 14 schools, Schools that are still to be transferred to GPG from municipalities, vacant sites, etc as drawn from the GDE register. Perform general property management duties. Perform any other administrative duties that might be assigned.
ENQUIRIES : Ms Ntombentsha Gashe Tel No: (011) 843 6543

POST 05/170 : PERSONAL ASSISTANT REF NO: JW2021/02/75
Office of the District Director

SALARY : R257 508 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus Secretarial/Office Management certificate/Diploma with minimum of 3 years’ experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal), Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433

POST 05/171 : CHIEF REGISTRY CLERK REF NO: JW2021/02/76
Sub Directorate: Auxiliary Services
Unit: Office Service Pool

SALARY : R257 508 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver’s license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433

POST 05/172 : CHIEF ADMIN CLERK
Sub Directorate: Finance & Administration

SALARY : R257 508 per annum
CENTRE : Johannesburg North District Ref No: JN2021/02/79
Sedibeng West District Ref No: SW2021/02/87
REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years’ relevant experience in Administrative Support. Experience in Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.
DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: Ms N Mashazi Tel No: (011) 694 9321 (JN)
Ms B Mlotshwa Tel No: (016) 594 9207 (SW)

POST 05/173: CHIEF ADMIN CLERK (X3 POSTS)
Sub Directorate: Education Support
Sub Directorate: Circuit Team Management

SALARY: R257 508 per annum
CENTRE: Johannesburg South District Ref No: JS2021/02/80
Tshwane West District Ref No: TW2021/02/81
Gauteng North District Ref No: GN2021/02/82

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support. Experience in Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: Mr Patrick Sesane Tel No: (011) 247 5944 (JS)
Ms P Ravele Tel No: (012) 725 145 (TW)
Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)

POST 05/174: CHIEF ADMIN CLERK REF NO: TN2021/02/83
Sub-Directorate: Curriculum Management and Delivery

SALARY: R257 508 per annum
CENTRE: Tshwane North District
REQUIREMENTS: Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support or Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: TN District: Ms R Manamela Tel No: (012) 543 4313

POST 05/175: CHIEF ADMIN CLERK REF NO: GN2021/02/84
Sub-Directorate: Information System & Strategic Planning

SALARY: R257 508 per annum
CENTRE: Gauteng North District

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support or Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: GN District: Mr LA Phaswana Tel No: (012) 846 3641

POST 05/176: CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)
Sub-Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY: R257 508 per annum
CENTRE: Johannesburg West District Ref No: JW2021/02/88
Sedibeng East District Ref No: SE2021/02/89

**REQUIREMENTS:**

Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver’s license will be an added advantage.

**DUTIES:**

Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports.

**ENQUIRIES:**

Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)

**POST 05/177:**

PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X15 POSTS)

Sub Directorate: Transversal Human Resource Services

**SALARY:**

R257 508 per annum

**CENTRE:**

Sedibeng West District: Ref No: SW2021/02/90
Sedibeng East District: Ref No: SE2021/02/91
Ekurhuleni South District: Ref No: ES2021/02/92
Johannesburg North District: Ref No: JN2021/02/93
Johannesburg South District: Ref No: JS2021/02/94
Johannesburg East District: Ref No: JE2021/02/95
Johannesburg West District: Ref No: JW2021/02/96
Tshwane South District: Ref No: TS2021/02/97 (X2 Posts)
Gauteng West District: Ref No: GW2021/02/98 (X3 Posts)
Gauteng North District: Ref No: GN2021/02/99
Tshwane North District: Ref No: TN2021/02/100 (X2 Posts)

**REQUIREMENTS:**

An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES:**

Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Condition of Services. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt...
management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS) Update of resignation transactions on electronic database for tracking and the personnel file. Approve/Disapprove conditions of service transactions on Persal and ensure current and update records on Persal. Quality assure captured termination transaction on Persal. Advise GDF on debt not captured on Persal. Quality assure the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on the appointment, leave, exit and another transversal HR needs from the district/client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Handle all HR administration queries.

ENQUIRIES:
- Ms B Mlotshwa Tel No: (016) 594 9207 (SW)
- Ms Nomathemba Xawuka Tel No: (016) 440 1718 (SE)
- Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
- Ms N Mashazi Tel No: (011) 694 9321 (JN)
- Mr Patrick Sesane Tel No: (011) 247 5944 (JS)
- Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
- Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
- Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)
- Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)
- Mr LA Phaswana Tel No: (012) 846 3641 (TN)

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that post of: Assistant Manager Nursing: Area (For Pretoria West District Hospital) with Ref No: PWH/AMN/02/21 advertised in Public Service Vacancy Circular 02 dated 22 January 2021 with a closing date of 05 February 2021. The following Requirement is removed: The experience in managing the casualty or OPD will be an added advantage, and the following competencies are added: Competencies: Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Understanding of performance management development system & strategic planning. Knowledge of PFMA, Quality Assurance and management of workplace discipline. Understanding of Nursing Legislation and Health Act and related legal and ethical nursing practice. Ability to direct multi-disciplinary team to ensure good nursing care at ward level. Able to manage own work and that of units reporting to the post, and ensure appropriate interventions to enhance nursing services. Ensuring that Batho Pele Principles are adhered to. Manage information according to the requirements of the facility. The closing date has been extended to the 26 February 2021.

OTHER POSTS

POST 05/178: MEDICAL SPECIALIST
- REFS NO: SBAH 12/2021
- Department - Medical Oncology
- SALARY: R1 106 040 per annum
- CENTRE: Steve Biko Academic Hospital
- REQUIREMENTS: Appropriate qualification that allows Specialist registration with HPCSA as Specialist Medical Physicians and Medical officers. Willingness to do clinical research.
- DUTIES: Ward rounds, Outpatient Clinics, Clinical training, and Small group's tutorials lectures. Must participate in Clinical Research.
- ENQUIRIES: Dr. R.M Khanyile Tel No: (012) 354 1054
- APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Gauteng Department of Health is guided by the
principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 05 March 2021

**POST 05/179** : MANAGER NURSING: PNA-9 HOSPITAL REF NO: REFS/007879 (X1 POST)

Directorate: Nursing Practice (CETU, Nursing Personnel & Night Duty)

**SALARY** : R949 482 – R1 068 666 per annum (plus benefits)

**CENTRE** : Dr George Mukhari Academic Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year attached. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (Assistant Manager Nursing and above). Proof of Service Record to be attached. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Valid Driver’s Licence to be attached. Competencies: Computer literacy (Ms Word, Ms Excel, PowerPoint). Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Must be able to work under pressure. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills.

**DUTIES** : Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ability to conduct and prepare training and presentations. Ensure advocacy for the patients, nursing ethos and professionalism Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by senior manager. Management of personnel performance.

**ENQUIRIES** : Mrs FF Mafisa Tel No: (012) 529 3873

**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Applications must be submitted with: a signed and dated Z83 form; CV; certified copies of ID, Qualification. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

**CLOSING DATE** : 26 February 2021
POST 05/180

ASSISTANT MANAGER REF NO: MSD2021/0201
Directorate: Pharmaceutical Services

SALARY: R879 936 – R1 042 095 per annum (All inclusive remunerative package)
CENTRE: Medical Supplies Depot
REQUIREMENTS: Matric/Senior certificate /Grade 12 certificate. National Diploma/Bachelor’s Degree in Pharmacy. Current registration as a Pharmacist with the S.A. Pharmacy Council and at least 10 years’ experience after registration with the SAPC as a pharmacist. Proof of current payment must be attached. Proven pharmaceutical services managerial or supervisory experience of more than 5 years. More than one-year experience in the pharmacy warehousing environment would be an added advantage. Possession of a valid driver’s license. Knowledge And Skills: Extensive knowledge of Pharmaceutical Services’ approaches, policies and procedures. In-depth knowledge and experience in supervision of a Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot and National Drug Policy.

DUTIES: Assist the warehouse manager and Medical Supplies Depot management in ensuring that the depot delivers on its core mandate which includes procurement, warehousing, inventory management and distribution of medicines. Actively participate in warehouse management – including financial, human resource and medicine supply management. Oversee the training and registration of Pharmacists’ assistants, Pharmacist Interns and other support personnel. Ensure that the warehouse complies with Good Wholesale Practices. Assist in developing protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacists’ assistants and maintain discipline. Implement the Performance Management and Development System.

ENQUIRIES: Mr S Langa Tel No: (011) 628 9006
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za

NOTE: A curriculum vitae with a detailed description of duties and the names of three referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). MSD reserves the right to utilize practical exercises/tests for the position during the recruitment process to determine the suitability of candidates for the post.

CLOSING DATE: 26 February 2021

POST 05/181

HEAD OF DEPARTMENT CLINICAL GENERAL NURSING/WORK INTERGRATED LEARNING REF NO: REFS/007915
Directorate: Nursing Education and Training

SALARY: R579 696 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath Campus
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Master’s degree will be an added advantage. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge
of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC and be literate. Sound communication skills. Valid driver’s license.

DUTIES: Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES: Ms. QK Masimula Tel No: (011) 983 3002

APPLICATIONS: Applications should be submitted to the Human Resource Department at Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to the Human Resource Department, Private Bag X05, Bertsham, 2013 or apply on line through google chrome http://professionaljobcentre.gpg.gov.za

NOTE: All applications must be submitted on a new Z83 job application form (effective from 01 January 2021), CV, valid certified copies of your I.D, current SANC receipt, valid driver’s license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver’s license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records, qualification and financial records). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 26 February 12H00

POST 05/182: RADIOGRAPHER GRADE 1-3 REFS NO: SBAH 12/2021

Directorate: Nuclear Medicine

SALARY: R351 516 per annum
R414 069 per annum
R487 752 per annum

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: B-Tec / B.Rad (hons)/ Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.

DUTIES: Clinical Services rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including “hot laboratory” and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

ENQUIRIES: Ms. N.G Mahlangu Tel No: (012) 354 1684

APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 05 March 2021

POST 05/183: CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: SBAH11/2021

Directorate: Neurophysiology

SALARY: R317 976 per annum

CENTRE: Steve Biko Academic Hospital
**REQUIREMENTS**

Minimum Qualifications: BTech in Clinical Technology-Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist-Specialized Category Neurophysiology. Other Skills/Requirements: One to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Competencies (knowledge/skills): Must be able to perform EEGs, Neonatal EEGs, Polysomnograms, MSLTs, Nerve Conduction studies and Evoked potentials (visuals, Auditory and Somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

**DUTIES**

Provision of Specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH's protocols i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional Development. Willing to learn and perform new diagnostic procedures.

**ENQUIRIES**

Mrs. Anneke Van der Merwe
Tel No: (012) 354 1765

**APPLICATIONS**

The applications forms must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria or hand delivered to Cnr Malherbe Steve Biko Road, Main Entrance at Level 3.

**NOTE**

NB: Applicants must submit A Z83 form, certified copy of: ID, Certificate of qualifications, and Certificate of Registration with HPCSA as a Clinical Technologist-Specialized Category Neurophysiology. Steve Biko is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

05 March 2021

**POST 05/184**

ADMINISTRATION OFFICER REF NO: MSD2021/02/02

**SALARY**

R257 508 per annum (Level 07) (plus benefits)

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

Grade 12 with 5 years working experience or National Diploma/Bachelor’s degree in Administration with 3 years’ experience in monitoring and evaluation or similar field. Proficiency/competency in database management and data analysis. Strong writing abilities. Demonstrable knowledge, understanding and experience to work with Microsoft Excel and Word applications; computer literacy tests may be conducted on the day of the interview. Experience in the pharmaceutical field will be an added advantage.

**DUTIES**

Monitor the systematic data collection and analysis of MSD unit’s indicators. Ensure data quality criteria are met at all levels of the data management process. Coordinate and support on-site data verification visits and ensure that formal data quality audit findings. Facilitate internal routine Data Quality Assurance sessions and ensure that indicator data evidence is submitted by technical teams timely. In a timely fashion, ensure that the data is reviewed for completion, and is filed as per standard operating procedures. After quarterly reports are submitted ensure that all data is filed accordingly and conduct a review of the exercise. Work with M&E Manager to analyse data for performance reports. Support communication with data reporting of success stories, quarterly reports and annual reports. Work with the M&E Manager to develop survey administration protocols, implement evaluations and surveys where necessary. Facilitate meetings for performance reflection, learning and review meetings with unit’s heads. Maintain records for performance data, lessons learned, and best practices and share with all concerned. Perform any other duties as assigned by the M&E Manager.

**ENQUIRIES**

Mr S Langa
Tel No: (011) 628 9006

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical
Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za

NOTE: A curriculum vitae with a detailed description of duties and the names of three referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA).

CLOSING DATE: 26 February 2021

POST 05/185: ADMINISTRATION OFFICER REF NO: AO/CMJAH/2020

Directorate: Patient Affairs Department
(Re-Advertisement)

SALARY: R257 508 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ relevant experience or a relevant Diploma or Degree from a recognized tertiary institution in Office Administration with 2 years’ experience. Valid Driver’s License. Knowledge: Sound knowledge of Office Administration Management with emphasis on PFMA, Patient Affairs. In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom System, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: An extensive knowledge of Accident and Emergency/Casualty, X-ray departments and Clinics will be an added advantage. Good office management skills and the ability to work under pressure. Be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of conduct, Batho Pele Principles and Ministerial priorities.

DUTIES: Manage Patient Admin Personnel in the Section. Provide leadership and guidance to clerical personnel and coordinate their activities. Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient’s information on MEDICOM. Train Patient Admin Staff. Attend to all rejections. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinate nomination for training workshops. Oversee the smooth running of service delivery. Attend meeting as per institutional needs. Contribute to the sub directorate planning, budgeting and procurement processes as well as monitoring and evaluation. Perform all duties as allocated by HOD.

ENQUIRIES: Mr. M Molefe Tel No: (011) 488 3862

APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his/her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will
be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE** : 26 February 2021

**POST 05/186** : ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/2/7 (X2 POSTS)
Directorate: Nursing Education and Training

**SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)

**CENTRE** : Ann Latsky Campus

**REQUIREMENTS** : Grade 12 Certificate (Senior Certificate). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver’s license.

**DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.

**ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel. No: (011) 644-8917

**APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park.

**NOTE** : State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months’ time from the date of closure please consider your application as unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE** : 26 February 2021

**POST 05/187** : CLEANING SUPERVISOR REFS NO: SBAH13/2021 (X2 POSTS)
Directorate: Patient Administration and Logistics

**SALARY** : R145 281 per annum

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12 and minimum of 5 years proven experience in a formal hospital environment. Cleaning experience will be an added advantage. Knowledge of Occupational Health and Safety and infection Prevention and Control. Able to work in a team and under pressure. Be prepared to work shifts.

**DUTIES** : allocate and supervise cleaners. Assign schedule and duties for cleaning staff. Compile leave plans and monitor attendance register. Inspect clinical areas and monitor performance of cleaners and ensure cleaners perform assigned tasks and follow correct cleaning procedures. Comply with quality requirements. Ensure safe keeping and maintenance of cleaning equipment. Institute the progressive discipline. Perform other duties delegated by supervisor.

**ENQUIRIES** : Mr. MF Monama Tel No: (012) 354 1421

**APPLICATIONS** : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Gauteng Department of Health is guided by the principles of employment equity, and all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 05 March 2021

POST 05/188: PORTER SUPERVISOR REF NO: POR/SUP/05/2020
Directorate: Logistics Department
(Re-Advertisement)

SALARY: R145 281 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: NQF Level 3 (Grade 10 /ABET Level 4). Experience between 5 – 10 years as a Porter. Knowledge: of working procedure such as porter working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.

DUTIES: To supervise porters and reduce complaints within the hospital. Be able to follow disciplinary procedure when needed. Leave management, compile Performance Management and Development system (PMDS) for staff. Allocate staff according to the roaster, write reports, capture daily statistics, and hold meetings with staff. Ensure availability of clean wheel chairs and stretchers, report broken equipment. Check attendance registers and monitor staff performance. Placing orders for disinfectants/ cleaning material and PPE for staff. Take instructions from manager and write incidents report.

ENQUIRIES: Mr. E. Sithole Tel No: (011) 488 4116
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE: 26 February 2021

POST 05/189: DRIVER REF NO: DRV/02/CMJAH/2021
Directorate: Logistics Department (Transport Unit)

SALARY: R122 595 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: A minimum of ABET qualification where applicable or Grade 10 qualification with relevant 5 years’ experience as a driver. Be in possession of a valid driver’s license with a valid PDP. Willing to renew PDP at own expense. Knowledge: of a limited range of working procedure in respect of working environment and elementary duties such as: courier services, understanding of customer care (Batho Pele Principles). Skills: Driving, Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to
undergo drivers pre-testing exercise. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.

**DUTIES**

Provide a 24 hours service to the institution. Transport patients and staff members to and from different destinations as prescribed by the transport manager. Proper maintenance of vehicles by ensuring that the vehicle is on roadworthy condition. Proper maintenance of transport documents by ensuring that Log sheets and petrol slips are recorded after each trip, reporting any damages to the supervisor and manager as it happens within 12 hours. Transporting of theatre staff and all hospital staff members that are doing emergency cases and on standby.

**ENQUIRIES**

Mrs. P. Maruping Tel No: (011) 488 3519

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Supportth.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his/her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE**

26 February 2021

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**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 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

**CLOSING DATE**

26 February 2021

**NOTE**

Applications must be submitted on the new Z83 Form found on the website of DPSA www.dpsa.gov.za, 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 05/190 : HEAD OF DEPARTMENT (HOD): GAUTENG PROVINCIAL TREASURY
REF NO: REFS/007958
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R1 978 533 – R2 228 820 per annum (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. A Post Graduate qualification in Economic and Financial Management/Accounting Sciences, will be an added advantage coupled with 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level 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, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. 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), Division of Revenue Act 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 : Support the Member of the Executive Council in her duties as political head of the portfolio and in her capacity as head of the Provincial Treasury to ensure sustainable management of the financial affairs of the province. 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 and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the GPG, Over-seeing the development, implementation and monitoring of Departmental programmes and projects: structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Effective allocation of resources in line with the Growing Gauteng Together 2030 Plan of Action and promotion of universal access to the economy for the targeted groups including creation of sustainable employment. Prepare the provincial budget and exercise control over the implementation of the provincial budget. Issue Treasury instructions consistent with the Public Finance Management Act, 1999 and other relevant legislation. Compliance with the legislative framework including the Division of Revenue Act. Improvement in corporate governance, internal controls and improvement in audit outcomes of departments and provincial entities. Oversee the effective management of the Provincial Revenue Fund, payments and grants made including the provincial equitable share. Oversee the effective functioning of
the Provincial Supply Chain Management function. Development of sound systems of financial management, risk management and internal controls. Optimise resource allocation, utilisation and revenue in order to maximise the net social benefit for Gauteng citizens. Secure alternative sources finance, including the creation of new revenue streams. Sound management of revenue, expenditure, assets and liabilities. Optimise liquidity requirements and maximise returns within acceptable levels of risk for the GPG and to secure sound cash management. Ensure effective and efficient management of assets in GPG. Lead the implementation of financial management reforms for both provincial and local government. Provide social and economic research and analysis that informs fiscal policy development and the annual budget process. Maintain fiscal discipline through policies and monitoring and evaluation of financial performance. Manage and oversee the implementation of PPPs in Gauteng to support the GPG’s economic growth, job creation and poverty alleviation strategies. Represent the departmental at various intergovernmental for at provincial and national level.

ENQUIRES: Sn Mtshali, Tel No: (011) 355 6280

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: Submit to 35 Rissik Street, Surrey House, Johannesburg 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

FOR ATTENTION: Ms. Vivien Khanye Tel No: (011) 355 2606

CLOSING DATE: 26 February 2021

NOTE: Applications should be submitted online through the www.professionaljobcentre.gpg.gov.za. Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID

OTHER POSTS

POST 05/191: DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/007935

Directorate: Management Accounting

SALARY: R733 257 per annum (all-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: The successful candidate should have a grade 12 certificate plus a 3-year Degree/Diploma in Financial Management which will encompass (Accounting, Economics, Public Finance) at NQF level 7 as recognized by SAQA. 5 years’ experience in management accounting at supervisory /management level (ASD) in Government. Good understanding of the principles and best practices application of budget administration cash management, internal control, risk management, PFMA, DORA and Treasury Regulations. Knowledge of Finance, reporting procedures, risk management, internal control and HR matters. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours, ability, and willingness to drive. Analytical skills. Problem solving skills.

DUTIES: Manage the financial management, budgeting and reporting sub-directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting, and reporting work as required. Manage the roll-over, adjustment estimates and virement process. Ensure coordinating budget Medium Term Expenditure Framework throughout the planning process aligned with budgeting requirements, ensuring that financial departmental standard Charts of Accounts is maintained and complete to ensure that financial information is aggregated into the financial statements. Managing the capturing of the budget and adjusted budget on Basic Accounting System, excising budgetary control to ensure that the expenditure remains within approved appropriation to avoid unauthorized, wasteful, and fruitless expenditure spending. Monitoring compliance with Public Finance Management Act, National Treasury Budgetary Framework, Treasury Regulations and requirements and Departmental policies and procedures. Ensuring that there are no misallocations, and that the department’s expenditure is in with the approved business plans and annual performance plans. Reporting expenditure and revenue against projections.
through in-Year Monitoring report and possible over/under expenditure detected on expenditure trends against the projected estimates.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606

POST 05/192 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/007936
Directorate: Management Accounting

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus relevant Diploma/Degree in Commerce/Accounting/ Financial Management or equivalent qualification coupled with 3 years’ experience at a supervisory level in the field of Management Accounting as at least a state accountant level. A valid minimum code B driving license Skills: Computer skills (MS Word, Excel, Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Competencies: Knowledge of Basic Accounting System (BAS). Knowledge and experience in SAP will be an added advantage. Working knowledge of Public Service Regulations, Public Finance Management Act, Treasury. Regulations, Division of Revenue Act and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Ability to work independently and with a team. Willingness to travel.

DUTIES : Prepare and consolidate reports and statistics (BAS/SAP). Manage human and asset resources. Ensure that the budget is captured correctly and accurately in the BAS system. Assist in preparation and compilation of monthly expenditure reports. Allocation of funds. Compile IYM reports. Investigating expenditure misallocation and processing of journals. Assist the Budget Manager in collecting/obtaining relative financial budgetary information to execute budget management functions. Monitor and report on spending trends; Reconciliation of budget allocation on BAS; Request budget/ expenditure input for quarterly reviews; Request budgetary needs of offices (Annual budget and MTEF); Compilation of projections for the monthly in year monitoring system; Consult with program managers and their staff on the projections and deviations and all other inputs pertaining to the projections of the IYM; Medium Term Expenditure Framework Budget process: Balancing of original, adjusted budget on BAS, for respective programs after approval from Treasury; Perform managerial and administrative functions: Manage and control the workflow of subordinates. Attend to and respond to audit queries.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/193 : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/007945
Directorate: Financial Accounting

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a relevant Diploma/Degree. At least 3-5 years’ experience in financial accounting and administration functions on lower management level. Preferably in the following areas: processing of payments and implementation of an appropriate control environment, petty cash controls, cashbook and cash management. Reconciliation in assets and liability accounts, monthly reporting and compilation of financial statements Skills- Analytical, Problem-solving. Decision-making, Communication and Presentation skills. Need good Interpersonal relation skills. Knowledge- Computer literacy. Basic knowledge of GRAP and the application on Basic Accounting System (BAS). Basic knowledge of PFMA and Treasury Regulation. Knowledge of SAP and Persal would be an added benefit.

DUTIES : Respond to changing needs for financial information and control. Ensure that payments are processed timely and in accordance with all regulatory frameworks. Ensure completeness and accuracy of documents when checking and authorizing payments and that creditor’s accounts, inter- Departmental accounts, outstanding settlements and statements received are reconciled and appropriately reported. Ensure that there is an effective cash management system and the implementation thereof. Ensure that the petty cash is managed and controlled in accordance with relevant policies. Establish and maintain
Ensure training and proper management of staff.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/194 : ADMINISTRATION OFFICER: PROCUREMENT REF NO: REFS/007941
Directorate: Supply Chain Management

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg

DUTIES : Inspection and scrutiny of requisitions (RLS01) – Ensuring efficiency and correctness. Verification of Vendors on SAP -Liaison with Treasury for uploading. Securing necessary approval and delegations for processing, delegations. Etc. realizing of all requisitions within 24 hrs (660 per month/+ 30 per day. Routing of shopping carts to capturers. Daily tracking of progress of requisitions – Treasury contact, end user contact, supplier contact. Resolution of daily queries – Treasury, end user and supplier. Issuing of purchase orders to end user - daily. Extracting weekly reports on requisitions statuses. Excalation reports to senior managers on outstanding/ problematic requisitions. Follow up on deliveries with service providers. Efficient filing and maintaining of procurement records and data. Provide assistance to Auditor General during audit process.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/195 : ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: REFS/007937
Directorate: Asset Management

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg

DUTIES : Update and maintain an accurate asset register (movable and immovable) tracking of asset movement, receiving, barcoding and recording of Departmental assets, Physical verification of assets, ensure disposals of redundant and obsolete assets pertaining to asset management policies and procedures. Assist with monthly IFS and AFS reporting. Reporting on stolen and damaged assets. Reporting on lease (mobile communication services), Resolve and conclude customer queries, Management of mobile communication services, Replenishment of stock items through procurement, issuing of stock items on request. Provide assistance to Auditor General during
audit process. People management, supervision of staff, development and performance management

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/196 : STATE ACCOUNTANT REF NO: REFS/007942
Directorate: Financial Accounting

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus an appropriate 3-year National Diploma/B-Degree in Financial Management/Accounting/Cost and Management Accounting or relevant qualification. At least 3 years’ experience in an Accounts payable office environment. Completion of various input documents for preparation of Payments; Skills: Analytical skill. Communication and presentation skill. Interpersonal relations. Computer literacy. Knowledge: Payment processes. Collection of Invoices and Statements. Preparation of payments. Reconciliation of creditors/suppliers. BAS, SAP and SRM systems.

DUTIES : Manage the receipt and processing of invoices for suppliers electronically. Verify and ensure compliance of invoices received in the system. Verify and ensure compliance of suppliers for payment purposes. Match invoices to valid goods received vouchers as per valid purchase order. Parking of payments on payment system within 30 days of receipt. Reconcile payment to individual creditors accounts. Follow up unmatched invoices with SACR business units. Prepare daily reports on outstanding invoices/payments. Assist in preparation of monthly reports and financial statement requirements and Maintain accurate payments records.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/197 : REGISTRY CLERK REF NO: REFS/007950
Directorate: Office of the HOD

SALARY : R173 703 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have Grade12 or equivalent qualifications, Competencies in computer literacy, good communication skills, interpersonal relations, flexibility, teamwork, knowledge of registry duties, storage and retrieval procedures according to the working environment.

DUTIES : Provide registry counter services. Handle incoming and outgoing Correspondence. Render an effective filing according to the departmental File plan and record management services. Operate office machines in relations to the registry function. Process documents for archiving and disposal.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/198 : MESSENGER/ DRIVER REF NO: REFS/007949
Directorate: Office of the HOD

SALARY : R145 281 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 or Equivalent Qualifications, Skills: good interpersonal, confidentiality, communication, stakeholder relationship basic literacy, and planning, organizing and basic numeracy. Knowledge: Time management. Driver’s license is essential.

DUTIES : Collect, deliver, and distribute documents/parcels in the Department. Transport employees in the Department and guests. Render general support functions in the Department. Assist the department with logistical arrangements. Assist with document production and facsimile services. Records keeping of utilization of allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606