

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

CLOSING DATE : 14 July 2023

NOTE : Applications must be submitted on the professional jobcentre (GPG) site only. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check, reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

MANAGEMENT ECHELON

POST 21/425 : **DEPUTY DIRECTOR-GENERAL: BUSINESS REGULATIONS AND GOVERNANCE (BRG)**
Directorate: Business Regulations and Governance

SALARY CENTRE REQUIREMENTS : R1 663 581 per annum (Level 15), (all-inclusive package)
Umnotho House 56 Eloff Street Johannesburg
: An appropriate Law Degree or Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA. 8-10 years' experience at Senior Management level, 8-10 years' experience in Business Regulation and Governance environment. Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za.

DUTIES : Provide strategic leadership in the development of legislation, regulations, policies and strategies for the GDED and the Province on Business Regulation, Governance, Intergovernmental Relations and Strategic Partnerships. Drive the collation of strategic information required to develop strategies, such as historical information on regulation and governance trends in the Province, past strategies, baseline for good regulatory and governance requirements for the Department and the Province as well as GDED strategic requirements. Lead the institutionalisation of Business regulation, governance and intergovernmental relations initiatives at GDED). Drive the enforcement of compliance with legislation, governance and related business mandates of the Province. Lead the research into the gaps in current processes, policies and procedures used in the implementation of Business Regulation and Governance matters as well as alignment with the aspirations of South Africa, the Province and GDED. Lead the research on the design and development of processes, systems and procedures for critical areas identified as important to have policies and procedures. Inform a comparison study to determine the contrast with requirements for GDED, as well as Economic agenda of South Africa and the Province and facilitate the development of an enforcement and compliance needs assessment. Provide leadership and guidance in the development of implementation guidelines and processes to address requirements identified on the need's valuation. Provide strategic leadership and guidance in the development of capacity building interventions to ensure that there is capability to implement enforcement of compliance with legislation, governance and related business mandates of the province. Oversee the implementation of capacity building initiatives, monitor and refine for effective implementation. Audit current systems, policies, procedures, gaps to evaluate appropriateness and impact on delivery of GDED's strategic objectives as well as compliance. Inform the execution of a needs analysis on stakeholder engagement with Provincial Government Departments, Municipalities,

Business, and Societal bodies on matters of Business Regulation and Governance. Provide strategic input at National and Provincial levels on strategies for business regulation. Engage various internal and external stakeholders for input, buy in and or re-adjustments of the strategy. Engage and encourage participation to Government and Municipal entities on Business Regulation, Governance matters and strategic objectives of the province. Engage provincial law enforcement authorities, such as SAPS, Metro Police and other law enforcement agencies to validate scope of relevant authorities and service level agreements. Facilitate approval of strategy and budgets Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through the GDED Governance structures. Execute and report as per approvals Define employee needs of the Branch. Recruit, appoint, and develop employees. manage performance, reward, motivate and discipline employees.

ENQUIRIES : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/ 8526/8060

POST 21/426 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (inclusive of benefits)
: Umnotho House Johannesburg
: NQF Level 7 in Supply Chain Management/ Financial Management/Accounting/Logistics qualification as recognised by SAQA. 5 years' experience at middle management and 5 to 8 years' experience in the related environment. Code 8/10. Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za.

DUTIES : Develop an understanding of the GDED Supply Chain requirements with respect to policies, guidelines frameworks and strategic objectives. Collate legislative, regulatory and related supply chain guidelines GDED needs to comply with. Develop a GDED supply chain Management strategy and plan. Engage internal stakeholders for validation and approval of the strategy and plan. Understanding supply chain business rules for GDED, with respect to legislation and strategic objectives. Collate and validate supply chain requirements in line with governance requirements and best practices. Develop policies, procedures, guidelines and frameworks for consistent and effective execution of supply chain practices. Engage internal stakeholders for consultation and approval of developed policies, procedures, guidelines and frameworks. Conduct an audit of effectiveness of current supply chain systems, business rules with respect to achievement of GDED strategic objectives Conduct research and benchmarking of supply chain systems, business rules with respect to achievement of GDED strategic objectives. Conduct research and benchmarking of supply chain practices of other government departments in the province as well as similar departments in other provinces. Develop systems and supply chain business rules to improve effectiveness and efficiency and efficiency of functional operations of GDED. Engage relevant stakeholders for consultation, validation and approval of developed supply chain systems and business rules. Develop and implementation schedule and calendar that is aligned to other GDED internal financial processing times as well as Gauteng Department of Finance. Develop supply chain coaching processes and coach internal stakeholders on supply chain management requirements. Implement supply chain management practices in line with developed policies, procedures, guidelines and frameworks. Implement ongoing monitoring and evaluation for effectiveness. Define employees needs of the function. Recruit, appoint and develop employees. Performance manage, reward and discipline employees. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through DED governance structures. Execute and report as per approvals.

ENQUIRIES : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/ 8526/8060

POST 21/427 : **DIRECTOR: DRAFTING AND REGULATORY SERVICES (LEGAL DRAFTING AND POLICY)**
Directorate: Legal Advisory Services

SALARY : R1 162 200 per annum (Level 13), (inclusive of benefits)

- CENTRE REQUIREMENTS** : Umnotho House Johannesburg
 : A relevant Law Degree (NQF level 7) / LLB as recognised by SAQA or as otherwise determined by the Minister of Justice and Constitutional Development. A minimum of 5 years in Middle Management experience in a legal services environment or related field. Code8/10. Successful completion of the certificate for entry into Senior Management Service (SMS) endorsed by the National School of Government available as an online course on www.thensg.gov.za
- DUTIES** : Review, edit and proofread legislation, amendments to legislation, legal notices and policies. Advise on the legality of proposed legislation, policies and other legal instruments. Conduct policy and legal research. Examine and comment on draft legislation, policies and legal notices. Undertake routine drafting projects (including preparing drafts of Bills, subordinate legislation and legal instruments). Draft legal opinions. Compile and submit the annual Legislative Programme to the Office of the Premier. Monitor the implementation of the annual Legislative Programme. Provide guidance, support and technical information to business units on the process for the development of legislation. Manage and co-ordinate the Path to Legislation. Facilitate the development, review, approval and publication of internal policies. Ensure compliance with legislative prescripts in the Promotion of Access to Information Act, 2000, the Promotion of Administrative Justice Act, 2000 and the Protection of Personal Information Act, 2013 including the submission of reports and responding to queries. Facilitate capacity-building interventions on legislation, as prescribed. Define budgetary requirements for the Legal Drafting and Policy Directorate function as per guidelines and the PFMA requirements. Get approval through the Chief Directorate Legal Advisory Services structures. Execute and report on expenditure as per approvals. Define employee needs for the function. Recruit, appoint, and develop employees. Performance manage, reward and discipline employees.
- ENQUIRIES** : Siphwe Nhlapho/Lwandile Phaledi/ Lebohang Molefe Tel No: (011) 355 8540/ 8526/8060

OTHER POSTS

- POST 21/428** : **DEPUTY DIRECTOR: MANUFACTURING (SECONDARY)**
 Directorate: Manufacturing (Secondary)
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), all-inclusive package
 : Umnotho House Johannesburg
 : NQF Level 7/Degree in Economics and an Honours in Economics/Honours in Development Studies/ Honours in Development Economics would be an added advantage. 3 years' experience in a junior management position with experience in strategy development and implementation of programmes; it should be noted that a focus on industrial development initiatives/programmes for the manufacturing industry would be an added advantage. Knowledge and an understanding of strategic leadership, financial management, people management, networking, stakeholder relations, interpersonal skills, programme design and delivery, service delivery and innovation.
- DUTIES** : Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing strategies for the manufacturing sector. Develop and review policies and strategies that advance coordination and cooperation amongst the different spheres of government. Develop and review sector strategies that align the development of the manufacturing sector to changes/developments in the industry. Develop implementation guidelines for reviewed policies and strategies. Determine if current policies and strategies are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the 10 high growth sectors. Identify a potential partner to implement provincial

objectives on industrialization. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialization purposes and ensure inclusive growth through township development. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialization. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and private sector in the development of sector plans and the implementation of projects for manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with the implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated on the implementation plan and Service Level Agreements. Assign duties and responsibilities and manage individual performance within the Sub directorate.

ENQUIRIES : Sphiwe Nhlapho Tel No: (011) 355 8540, Lebogang Molefe Tel No: (011) 355 8060, Lwandile Phaledi Tel No: (011) 355 8526

POST 21/429 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCES ADMINISTRATION (HRA)**
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07), plus benefits
Umnotho House Johannesburg
An NQF level 6 / 7 qualification in Human Resource Management, Public Management, Business Management, Industrial Psychology as recognised by SAQA. 1–2-years’ experience in HRA and 1-2 years’ experience in utilisation of PERSAL, Introduction to PERSAL certificate is essential.

DUTIES : Coordinate and manage all relevant documents needed for appointment. process all employees’ appointments and contract workers. Process all interns and learners appointments. Prepare and process all the documents for employee’s transfer. Manage relocations, secondments, and movements of officials from one component to another. Confirm all processes updated on PERSAL compile, request, and quality assure PERSAL reports. Prepare and process office allowances for employees in the office of the MEC and HOD. Facilitate and confirm all payment of acting allowances on PERSAL for employees who are appointed to act. • facilitate the payment of pay progression and performance bonus of qualifying employees to GDF for payment. Facilitate the adjustment of employee’s salaries and process all backdated payments. Compile and implement documents for interdepartmental debts. Facilitate the implementation of long service awards. Coordinate the administration of service benefits. Advise employees on their employment benefits. Coordinate the provision of homeowner’s allowance. Manage leave administration and reconciliation. Capture manual leave forms on sap backend system assist with leave errors detected on ESS. Administrate Pilir in line with contract specifications. Check medical aid documents received and submit to e-gov for implementation. Terminate employees through automotive termination system or manually through hr21. Prepare and process all the documents for pension funds. Process leave gratuity facilitate all termination processes assist in preparing presentations. Assist in writing memos for internal communication. Management of human resources records handle queries with internal staff, public, departments and other stakeholders. Handle ad hoc duties, garnishee orders, IRP5 requests, payslips requests, union membership application and change of banking details assign tasks to supervise staff (admin clerk, interns, and learners). Conduct performance reviews on supervised staff (admin clerk, interns, and learners). Train and discipline staff (admin clerk, interns, and learners) implement probation reports coordinate online payroll certification, create pay points and online workflow.

ENQUIRIES : Sphiwe Nhlapho Tel No: (011) 355 8540, Lebogang Molefe Tel No: (011) 355 8060, Lwandile Phaledi Tel No: (011) 355 8526

DEPARTMENT OF EDUCATION

- APPLICATIONS** : To apply for the positions, please apply online at <https://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 14 July 2023
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. The online applications must be accompanied by a fully completed signed and initialled Z83 form, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, and a detailed CV. Applications without the signed and initialled Z83 form and detailed CV will be disqualified. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. 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.

OTHER POSTS

- POST 21/430** : **IT SUPPORT TECHNICIAN REF NO: REFS/ 017605**
Directorate: IT and Service Management
Sub- Directorate: District Office Support
- SALARY** : R359 517 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 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 and knowledge of ITIL processes will be an 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** : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by 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. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
- ENQUIRIES** : Ms. Eva Motshwaedi Tel No: (011) 843 6724

- POST 21/431** : **IT SUPPORT TECHNICIAN REF NO: REFS/017610**
 Directorate: IT and Service Management
 Sub- Directorate: Head Office Support
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 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 and knowledge of ITIL processes will be an 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** : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by 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. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
- ENQUIRIES** : Ms. Eva Motshwaedi Tel No: (011) 843 6724
- POST 21/432** : **IT SUPPORT TECHNICIAN REF NO: REFS/017628 (X3 POSTS)**
 Directorate: School System Development and Technical Support
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or related 3-year related qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.
- DUTIES** : Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions/schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal's email accounts and Microsoft Office 365.
- ENQUIRIES** : Ms. Martha Pule Tel No: (011) 355 1242.
- POST 21/433** : **APPLICATION ANALYST REF NO: REFS/017617**
 Directorate: IT Systems and Support Services
- SALARY** : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum 2 years' experience as a systems analyst. A professional certificate in Systems analysis/Software Quality Assurance will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is

Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC), ability to Interpret the User Requirements Specification (URS), knowledge of quality assurance practices and tools are required. A valid driver's license is essential.

DUTIES : Conduct business requirement analysis; identify user specifications and requirements, compile and document Business Requirement Specification, develop and document business processes. collect and perform maintenance on data as per business requirements, perform maintenance of all developed and existing data requirements, identify gap analysis within the Business Process Model. Coordinate the implementation of operational processes solutions to be applied in the business environment; liaise with relevant stakeholders, facilitate workshops with the subject matter experts and other stakeholders, manage the provision of user and system in line with the demand management escalation process. Provide inputs in the development of information systems governance policies, procedures, and guidelines, record standards, methods, and tools. Conduct user training on system functionality, document applications user manuals, perform and manage high level of unit testing, ability to manage multiple and changing priorities, must have driver's license.

ENQUIRIES : Ms. Phindile Ngobeni Tel No: (011) 843 6740.

POST 21/434 : **SYSTEM DEVELOPER REF NO: REFS/017636**
Directorate: IT Systems and Support Services

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum of 2 or more years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience. Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department. A valid driver's license is essential.

DUTIES : To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, perform system backups, system recovery and upgrades, maintenance and bug-resolution, Help in maintaining development and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them, compile weekly reports.

ENQUIRIES : Ms. Phindile Ngobeni Tel No: (011) 843 6740

POST 21/435 : **SENIOR COMMUNICATION OFFICER: SOCIAL MEDIA AND CAMPAIGNS REF NO: REFS/017927**
Directorate: External Communication and Media Liaison

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Communication/ Public Relations/ Digital & Social Media Marketing or a related three-year qualification plus a minimum of 2 years' experience in a

		communication environment. Knowledge of social dynamics of communities, relevant education acts and policies. Knowledge of GPG and GDE policies and procedures. Knowledge of the Public Service Act and Regulations. Strong understanding of social media and campaigns. Public Finance Management Act. Basic graphic design skills and knowledge. Public procurement procedures and financial related policies. Computer literacy. Good verbal and written communication. Planning and organisation. Good inter-personal relations. A valid driver's license is essential.
<u>DUTIES</u>	:	Facilitate the development and execution of communication tactics aimed at marketing/promoting and maintaining good image for the department, especially on social media. Develop weekly, monthly, quarterly and annual social media plans, in conjunction with the Deputy Director: social media and Campaigns. Develop and consolidate strong social media ties and outreach to public and various stakeholders. Develop coherent messaging for social media campaigns. Ensure GDE social media platforms adhere to all legal requirements (copyrights etc). Assist in the development of social media products. Participate in departmental communication planning and task teams. Manage and brief interns. Supervise, monitor and report the impact of GDE social media campaigns. Assist with graphic design services for social media. Provide support and sustain good relations with internal and external stakeholders. Accompany the Executive Authority/ Departmental Head on request to events and public meetings. Ensure efficient creation/ distribution and control of virtual communication (social media) within the department. Provide exceptional services in circulating virtual communication. Develop content for print, broadcast and virtual media. Facilitate the verification that the Executive Authority/ Departmental Head's accurate stories and picture to be posted on social media and blogs. Participate in the development of a communication policy, procedures and guidelines for key departmental programmes and social media campaigns. Analyse each weekly/ monthly social media publicity reports and compare it with previous weeks/ months. Monitor social media platforms daily and advise the Management within the Directorate and GDE. Provide advice and guidance in respect of all Communication services, policies, systems and development. Facilitate and coordinate training of departmental officials in terms of social media procedures (social media policy) in dealing with departmental content. Ensure that profiles are updated and available on all Social Media platforms (Facebook/twitter/ blogs). Make necessary corrections on factual inaccuracies in the social media, including the usage of the correct corporate identity imagery and documents. Supervise and develop Staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously. Provide continuous coaching and mentoring of subordinates. Assist in the provisioning of stationery and office supplies. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance.
<u>ENQUIRIES</u>	:	Mr. Khuitsemang Diseko Tel No: (011) 355 1565
<u>POST 21/436</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (EAP/HIV/AIDS COORDINATOR) (X2 POSTS)</u> Sub-Directorate: Performance Management and Development
<u>SALARY CENTRE</u>	:	R359 517 per annum Gauteng West District Ref No: REFS/018179 Gauteng East District Ref No: REFS/017694
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year tertiary qualification in Social Work / Psychology plus a minimum of 2 years' relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within 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 in a team and under pressure. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the

- applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.
- ENQUIRIES** : Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)
Mr Mpho Leotlela Tel No: 011 736 0717 (GE)
- POST 21/437** : **SENIOR ADMIN OFFICER REF NO: REFS/017652**
Sub-Directorate: Information Systems and Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
Ekurhuleni South District
: An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Systems, Computer Science, Finance Information Systems or a related three-year qualification, plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills.
- DUTIES** : Coordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.
- ENQUIRIES** : Mr Xolani Kheswa (ES District) Tel No: (011) 389 6062
- POST 21/438** : **SENIOR ADMIN OFFICER: TRANSPORT (X2 POSTS)**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE** : R359 517 per annum
: Tshwane South District Ref No: REFS/018155
: Ekurhuleni South District Ref No: REFS/017643
- REQUIREMENTS** : An appropriate recognized three - year National Diploma/Degree in Transport Management plus a minimum of 2-3 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem solving skills. A valid driver's license is essential.
- 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. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
Ms. Xolani Kheswa (ES District) Tel No: (011) 389 6082
- POST 21/439** : **SENIOR ADMIN OFFICER (X3 POSTS)**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE** : R359 517 per annum
: Johannesburg West District Ref No: REFS/018022
: Tshwane North District Ref No: REFS/018039
: Johannesburg Central District Ref No: REFS/018033
- REQUIREMENTS** : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management/ Records and Archives Management or a related three – year qualification plus a minimum of 2 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. Lizwe Jafta (JW District) Tel No: (011) 831 5433
Ms. Rejoice Manamela (TN District) Tel No: (012) 543 4313
Mr Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 21/440 : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO: REFS/018214**
Sub-Directorate: Education Support

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Johannesburg North District
: 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. A valid driver's license is essential.

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 od 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. Nelisiwe Mashazi Tel No: (011) 594 9207

POST 21/441 : **SENIOR ADMIN OFFICER (X4 POSTS)**
Sub-Directorate: Finance and Administration
Unit: Provisioning and Administration for Institutions

SALARY CENTRE : R359 517 per annum
Sedibeng West District Ref No: REFS/017879
Johannesburg East District Ref No: REFS/017908
Johannesburg West District Ref No: REFS/017894
Sedibeng East District Ref No: REFS/018142

REQUIREMENTS : An appropriate recognized 3-year relevant qualification National Diploma/Degree in Public Administrative/Public Management/Office Management /Office administration/Administrative Management plus a minimum of 2 -3 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills Applicant must be in a possession of a South African valid driver's license.

<u>DUTIES</u>	:	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, policies. 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.
<u>ENQUIRIES</u>	:	Ms. Bertha Mlotshwa (SW District) Tel No: (016) 594 9207 Ms Elizabeth Moloko (JE District) Tel No: (011) 666 9109 Mr Lizwe Jafta (JW District) Tel No: (011) 831 5433 Ms. Nomathemba Xawuka (SE District) Tel No: (016) 440 1717
<u>POST 21/442</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/018145</u> Directorate: Maintenance Sub Directorate: Maintenance and Work Inspections
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg
<u>DUTIES</u>	:	National Diploma in Electrical or N3 with passed Trade Test or National Diploma in Engineering Plus a minimum of 3 Years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all electrical projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
<u>ENQUIRIES</u>	:	Ms. Sissy Baduza Tel No: (011) 843 6792
<u>POST 21/443</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SCHOOL MANAGEMENT-LTSM REF NO: REFS/017955</u> Directorate: Library Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg
<u>SALARY CENTRE REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration and Management / Finance Management/ Accounting Management plus a minimum of 2 years' experience in administration and financial environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Basic Accounting System (BAS) system. Have Computer Literacy, Interpersonal, Organising, Planning, Communication (Written and Verbal), Analytical, Problem-Solving Skills, Financial Management Skills and Report Writing Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide financial management services; facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly/ monthly/quarterly; Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Oversee effective, efficient and economical utilisation of funds, Document and communicate procedures for accessing and shifting of funds, Coordinate budgeting, audit and financial functions, Verify Travel & Subsistence and sundry claims. Administer the procurements of goods and services; Compile, manage and maintain the Demand Management Plan, Facilitate Supply Chain Management services, Facilitate monthly, quarterly and annual reporting on SCM related matters, Control over safekeeping, utilisation and maintenance of all assets, Ensure proper administration of sourcing and evaluation of quotations, Handle queries from internal and external clients relating to supply chain matters, Render general office support services; Supervise, motivate and develop staff through individual performance agreements, Provide assistance in the developing/reviewing of operational plan, Compile various submissions/ memoranda and responses on finance management, Attend to financial

		queries from Internal Audit, Administer leave forms/attend to queries, Make travel/conference bookings and confirmations, Provide secretariat services; Administer asset, Maintain asset register, Liaise with asset unit during asset verification, Manage outgoing and on-going assets, Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Dr. Mandla Masango at (064) 929 8708
<u>POST 21/444</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES AND BOOKKEEPING REF NO: REFS/018141</u> Directorate: Financial Statements, Salaries and Bookkeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Managed telephones, cell phones and GG vehicles expenditure. Authorize, update and maintain telephones, cell phones, telephone registers and cost canters and Clear exceptions and erroneous transactions, ensure payments and interfaces are reconciled. Journalese expenditure to various offices Ensure the efficiency and effectiveness of the suspense accounts, as well travel and subsistence claims in accordance with the PFMA and National Treasury Regulations Participate in the clearing of suspense accounts. Ensure that suspense accounts files are verified to identify reasons for deviations and ensure that all exceptions are cleared before month / year end closure and ensure that any other suspense accounts are cleared within 30 days. Provide compilation of consolidated age analysis per account and compare with balances on the Trial Balance. Ensure efficient and effective of the payment of travel and subsistence claims and advance payments. Supervision of Staff Process electronic journal transactions Allocate duties to subordinates. Ensure that staff are assessed in line with the performance management policy. Write letters, submissions, and other forms of communications. Conduct performance assessments for subordinate personnel. Support and monitor subordinate's performance. Monitor attendance register and leave records.
<u>ENQUIRIES</u>	:	Mr Nhlamulo Manganye Tel No: (011) 355 0061
<u>POST 21/445</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND REPORTING REF NO: REFS/018222 (X3 POSTS)</u> Directorate: Financial Statements, Salaries and Bookkeeping
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Assist in Preparing Monthly, Quarterly and Annual Financial Statements. Requested and downloaded BAS reports to prepare financial statements. Request Trial Balance after month closure. Reviewing the trial balance for incorrect entries before cutting and importing to IFS template. Import the trial balance to the IFS template and map to the relevant classification. Responsible for preparation of immovable assets working paper. Ensure correctness and

completeness of Work in progress in the asset register. Ensure that financial inputs as submitted by relevant units are accurate, complete and that financial transactions of immovable asset are recorded in the correct accounting period. Draw up inventory of assets and liabilities to be transferred. Prepare a submission for approval by the HOD. File the copy of the acceptance letter with Provincial Treasury and the Auditor-General of South Africa Monthly preparation of funds requisition and cash allocation support. Analyze and identify all payments made and incurred. Prepare a funds requisition and a cash allocation report. Update budget and expenditure on the cash allocation template for expenditure analysis. Assist with Audit related matters. Attend Audit meetings when required. Assist with information required for Audit findings. Prepare contingent liability working paper and Review Expenditure misallocation on monthly basis. Updated contingent liability schedule with liabilities incurred, Closed cases etc. Compile misallocation reconciliation on monthly basis.

ENQUIRIES : Mr Nhlamulo Manganye Tel No: (011) 355 0061

POST 21/446 : **SENIOR ADMINISTRATION OFFICER: WAREHOUSE REF NO: REFS/018194**
Directorate: Asset Management

SALARY CENTRE REQUIREMENTS : R359 517 per annum
Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/ Degree in Financial Management/ Internal Auditing/Business Management/Supply Chain Management plus 1-2 years' experience in warehouse operations. Knowledge of warehouse operations, policies and systems. Working knowledge of the relevant Acts, prescripts, regulations, practice, and procedure pertaining to the operation of warehouse. Sound knowledge on the operation and utilisation of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projections. Must be able to follow procedures, cope with pressure, work in a team, maintain confidentiality, be honest and be respectful. Advanced computer literacy, communication skills, interpersonal skills, language skills, problem solving skills and report writing skills. A valid driver's license is essential.

DUTIES : To provide an effective and efficient transversal office management support services for the Sub-Directorate. Participate in the efficient running of the warehouse. Oversee the delivery of furniture and other stores to the institutions, districts and Head Office. Receive, store furniture and equipment in accordance to categories. Maintain warehouse inventory. Make inputs in the planning and budgeting for the warehouse. Monitoring and/or administration of government vehicles and fuel utilization. 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 reports. E.g progress reports, monthly reports etc. Respond to inquiries received from internal and external stakeholders. Supervise staff. Supervise and identify poor 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 agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Implement and maintain administrative systems and procedures for the Sub-directorate. Ensure proper maintenance of the filing system for the sub-directorate in terms of the departmental filing system prescripts. Ensure the maintenance of the tracking system for office correspondence from and to the Sub-directorate. Follow up systems of the Sub-directorate for the implementation of recommendations and resolutions emanating from meetings.

ENQUIRIES : Mr. Moses Machoga at 071 474 8427

POST 21/447 : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: REFS/017657**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Ekurhuleni South District
<u>REQUIREMENTS</u>	:	An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.
<u>ENQUIRIES</u>	:	Mr. Xolani Kheswa Tel No: (011) 389 6062
<u>POST 21/448</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE (X3 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Johannesburg South District Ref No: REFS/017667 Johannesburg North District Ref No: REFS/018011 Tshwane North District Ref No: REFS/017682
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 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.
<u>DUTIES</u>	:	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 homeowner's 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.
<u>ENQUIRIES</u>	:	Ms. Lola Malimagovha Tel No: (011) 247 5944 Ms. Nelisiwe Mashazi Tel No: (011) 694 9321 Ms Rejoice Manamela Tel No (012) 543 4313

<u>POST 21/449</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X5 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R359 517 per annum Johannesburg West District Ref No: REFS/017745 Gauteng East District Ref No: REFS/017684 Ekurhuleni South District Ref No: REFS/017672 Johannesburg North District Ref No: REFS/017980 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	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 / HR1 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.
<u>ENQUIRIES</u>	:	Mr. Lizwe Jafta Tel No: (011) 831 5433 Mr. Mpho Leotlela Tel No: (011) 736 0717 Mr. Xolani Kheswa Tel No: (011) 389 6062. Ms. Nelisiwe Mashazi.Tel No: (011) 694 9321
<u>POST 21/450</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER (X2 POSTS)</u> Sub Directorate: Finance & Administration Section: Office Service Pool
<u>SALARY CENTRE</u>	:	R359 517 per annum Ekurhuleni North District Ref No: REFS/017608 Gauteng North District Ref No: REFS/017920
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics Management or related three-year qualification plus a minimum of 2 - 3 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS), Financial & Procurement procedures. Standard Chart of Accounts (SCOA. Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management,

<u>DUTIES</u>	:	analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.
	:	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.
<u>ENQUIRIES</u>	:	Ms. Emily Mochela Tel No: (011) 746 8190 (EN) Ms Mathodi Moloto Tel No: (012) 846 3641 (GN)
<u>POST 21/451</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT SERVICES REF NO: REFS/017686 (X2 POSTS)</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office, Johannesburg An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or a three- year related qualification plus a minimum of 2 years' experience in Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a

weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.

ENQUIRIES : Mr. Joe Mokhosi Tel No: (011) 355 0761

POST 21/452 : **SENIOR PERSONNEL PRACTITIONER: PMD REF NO: REFS/018042**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY : R359 517 per annum
CENTRE : Tshwane West District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Public Administration majoring in Personnel Management or a related three-year qualification plus a minimum of 2 years' experience in Performance Management and Development Systems with PERSAL Certificate. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act, HIV/AIDS Workplace Policy, IQMS/QMS and PMDS Policies). Knowledge and understanding of Human Resource Management Practices and Procedures. Knowledge of Persal System and knowledge of Public Finance Management Act. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Financial Management skills, Report writing and minutes taking. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Co-ordinate the submission and implementation of Performance Management and Development System. Coordinate the submission of Performance Agreements for SL 1-12 employees by March 31st. Coordinate the submission and receipt of Performance Reviews for SL 1-12 employees by July 31st. Coordinate the submission and receipt of Performance Assessments SL 1-12. employees by September 30th. Coordinate the collection and analysis of educator scores (QMS) statistical data in line with educator performance cycles. Perform quality assurance on the PMDS documentation from the Business Units and receipt of probationary reports to determine first time applicants on the system. Capturing and processing of Performance Agreements, Reviews and Assessments on PERSAL of school and office district officials. Coordinate the correct implementation and capturing of PMDS outcomes on PERSAL for all employees. Facilitate the capturing of Performance Agreements, Reviews and assessments on PERSAL for district and school-based officials (PS staff). Facilitate the collection and capturing of Performance Agreements, Reviews, Assessments on PERSAL for office-based officials (EMS-PMDS) and quality assure submitted documents vs. the approved job description. Facilitate the capturing of QMS Performance Agreements, Reviews and Assessments on PERSAL for school-based educators. Compile of pre-payment exception submission to request post-payment exception reports from Head Office to verify accuracy and eligibility of incentives paid to employees. Collate the provision of Annual Incentives and Pay Progression on PERSAL for qualifying district officials and school-based officials. Facilitate payment of performance bonuses for employees in the District and Institutions (PS staff). Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics for the district and schools. Ensure maintenance of PMDS electronic and manual records on PERSAL. Coordinate the provision of PERSAL report to alleviate audit queries. Conduct refresher training for PMDS (PS) to newly appointed and promoted employees in Districts and schools. Provide administrative support services for the Business Unit. Draft and submit training plans to relevant stakeholders and PMD unit. Coordinate the collection and submission of Performance Assessment for educators scores (QMS) statistical data in line with educator performance cycles for the deliberation of the Moderating Committee. Perform data capturing and effective record keeping in the Unit. Provide secretarial and administrative support for meetings and workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the district and schools' personnel.

ENQUIRIES : Ms. Priscilla Ravele Tel No: (012) 725 1451

<u>POST 21/453</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER REF NO: REFS/018161</u> Sub-directorate: Finance and Administration Unit: Provisioning and Administration
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Tshwane South District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Thabiso Mphosi Tel No: (012) 401 6434
<u>POST 21/454</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SKILLS DEVELOPMENT PLANNING REF NO: REFS/018240</u> Directorate: Performance Management Development
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Human Resources Development or Human Resources Management Specialising with Management of Training or related three year qualification plus a minimum of 3 years' experience in Human Resource Development or Management of Training. Good knowledge of Human Resources Development. Knowledge of applicable skills development legislation, regulations, and policies. Planning and organizing skills, Stakeholder engagements, Computer skills- MS Office (Word, Excel, PowerPoint), Good verbal and written Communications skills and report writing skills. A Valid driver's license.
<u>DUTIES</u>	:	Manage the process of compiling the Work Skills Plan. Conduct training needs identification from different sources. Consolidate all identified training needs. Facilitate the prioritization of training needs. Develop a Work Skills Plan for approval by DSDCT. Upload WSPR on both ETDP-SETA and P-SETA website for submission on time. Manage the reports to internal and external stakeholders including the ratification of monthly, quarterly, and Annual training reports. Identify a list of all internal and external stakeholders to be reported to Collate reports from different units. Compile monthly, quarterly and annual training reports, Submit report on time. Manage learnerships and internships for youth and employees. Collate intern requests from district and Schools.

Recruit interns, Place interns, manage performance of Interns, manage intern exit strategy, Facilitate the development of MOU with external funded interns. Manage implementation of Adult Education and Training and FET (Matric) programmes. Identify staff without matric qualifications, Conduct AET Advocacy campaigns, enroll staff to an AET programmes, Provide Principals/supervisors with Learner progress reports. Manage the Bursary scheme for PS School Based and Office Based staff. Budget for Bursaries, advertise bursaries, Develop and manage Bursary database, Track progress of bursary holders, identify defaulters and provide progress report.

ENQUIRIES

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

POST 21/455

: **SENIOR STATE ACCOUNTANT REF NO: REFS/017591 (X10 POSTS)**
Directorate: Management Accounting

SALARY

: R359 517 per annum

CENTRE

: Head Office, Johannesburg

REQUIREMENTS

: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.

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 21/456

: **SENIOR STATE ACCOUNTANT (X2 POSTS)**
Directorate: Finance & Administration

SALARY

: R359 517 per annum

CENTRE

: Gauteng West District Ref No: REFS/017603

Sedibeng East District Ref No: REFS/017614

REQUIREMENTS

: An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' 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. 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 : Ms Louisa Dhlamini (GN District) Tel No: (011) 660 4581
Ms Nomathemba Xawuka (SE District) Tel No: (016) 440 1717

POST 21/457 : **SENIOR ADMINISTRATION OFFICER: ANTI CORRUPTION, ETHICS AND INTEGRITY MANAGEMENT REF NO: REFS/018241(X2 POSTS)**
Directorate: Risk and Compliance Management

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in /Accounting/Auditing/ Investigations/Ethics/Integrity Management or equivalent qualification; plus, a minimum of 2 years' experience in forensic investigations / Anti-Corruption environment/ Auditing/ Ethics. Knowledge of Forensic Investigations /Anti-Corruption/Ethics and Integrity Management Practices. Membership of a professional body related to the fraud & forensic field or ethics & integrity management will serve as an advantage. Planning and organizing skills, Stakeholder engagements, Computer skills- MS Office (Word, Excel, PowerPoint), Good verbal and written Communications skills and report writing skills. A Valid driver's license.

DUTIES : Implementation of anti-corruption, Ethics, and Integrity Management strategies. Coordination and promotion of sound ethics and integrity management functions and assist in the achievement of the objectives of the unit and that of the department. Assist employees with the e-disclosure processes and maintenance of a gift register for all GDE officials. Facilitate the combating, monitoring, and reporting of potential conflicts by officials while performing their duties. Conduct preliminary and detailed forensic investigations into allegations of fraud, corruption, and any misconduct, in line with the Forensic Methodology and Investigation Plans. Obtain sufficient and appropriate evidence or information using approved investigation methodology and legally accepted procedures (evidence that must be admissible in a court of law, disciplinary proceedings, and civil law) and maintain the chain of custody. Conduct interviews with officials/persons who can provide clarity or are suspected to have committed irregularities. Obtain statements or affidavits from complainants and witnesses in the execution of the investigations to ensure that all angles of evidence are covered. Conduct site visits for investigative purposes. Trace flow of transactions through records and identify the loss suffered. Provide forensic investigation reports (preliminary and or comprehensive forensic report) within the allocated time frames as per the investigation plan. Attend disciplinary hearings and or court hearings to testify when required. Ensure that all investigation activities and gathered evidence is maintained on the Forensic investigation file.

ENQUIRIES : Ms. Mamogodi Makgolo Tel No: (011) 355 0261

POST 21/458 : **SENIOR STATE ACCOUNTANT: SCHOOL FINANCIAL GOVERNANCE & MONITORING REF NO: REFS/017624**
Directorate: School Funding Management

SALARY : R359 517 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus 2-year experience working in the Financial Management environment. Knowledge of Legislative Frameworks (South African School's Act, National Norms and Standards on School Funding) Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure all public schools maintain proper financial management and administration; and proper internal controls in line with the Schools Act and its Directives of administering school funds. Ensure compliance with the Norms and Standards on School Funding for section 21 schools. Implement early warning signals to ensure challenges are identified proactively. Receive and process applications relating to SASA sections 36 & 37. Receive, analyse, and provide reports on Audited Annual Financial Statements submitted by schools within the specified timeframes. Administer and monitor payments of municipal accounts for partial Section 21 schools and prepare monthly reports and expenditure analysis to identify spending trends and identify over-expenditure regularly. Ensure payments are finalized within 30 days. Prepare and submit monthly/yearly accruals within a specified period. Provide support to districts for section 21 schools' municipal accounts. Liaise with municipalities/Eskom on issues relating school accounts. Ensure compliance with Norms and Standards relating to School Fee Exemption, process qualifying applications and prepare schedules for payment and reports thereof. Liaise with all relevant stakeholders connected to the Directorate. Prepare ad hoc reports when required. Assist with audit queries. Provide administrative support to management. Allocate and ensure quality of work. Supervise human resources /staff. Assess staff performance. Apply discipline. Personnel development.
<u>ENQUIRIES</u>	:	Mr. Itumeleng Mogashoa Tel No: (011) 355 1034
<u>POST 21/459</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/018186</u> Directorate: School Funding Management
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 2-years' experience working in the management accounting environment. Knowledge of Legislative Frameworks. South African Schools Act, National Norms and Standards on School Funding, Public Finance Management Act and Treasury Regulations, Financial Circulars, BAS, SAP, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure budget is captured accurately per programme. Prepare resource allocation certificates for programmes Public Schools, Independent Schools and Early Childhood Development centers. Analyse database received and ensure accuracy thereof. Ensure accuracy in the printing of resource allocation certificates. Prepare payments for resource allocation transfers to all programmes. Ensure sound record keeping of all databases and reconciliations. Prepare monthly budget and expenditure reports. Prepare budget adjustments, identify misallocations, and prepare journals. Monitor the budget monthly before procurement of goods services. Verify allocations on the requisition forms. Ensure that procurement of goods and services is in line with the operational plan, Procurement plan and cash flows. Procure goods and services for non-section 21 schools. Ensure Goods Received Voucher is captured and payment to suppliers is processed. Liaise with all relevant stakeholders connected to the Directorate. Prepare ad hoc reports when required. Assist with audit queries. Provide administrative support to management.
<u>ENQUIRIES</u>	:	Mr. Itumeleng Mogashoa Tel No: (011) 355 1034

POST 21/460 : **SENIOR STATE ACCOUNTANT REF NO: REFS/017632**
Sub-Directorate: Finance & Administration

SALARY : R359 517 per annum
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' 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. 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 : Ms Mathodi Moloto Tel No: (012) 846 3641

POST 21/461 : **SENIOR ADMIN OFFICER REF NO: REFS/017706**
Directorate: Recruitment and Selection

SALARY : R359 517 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Business Management/ Office Management/ Office Administration/Administrative Management or related three-year qualification plus a minimum of 2 - 3 years' experience in administration and financial environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Have Computer Literacy, Interpersonal, Organising, Planning, Communication (Written and Verbal), Analytical, Problem-Solving Skills. Financial Management Skills and Report Writing Skills. Ability to work without supervision. Innovative, self-starter.

DUTIES : Provide support on online document management systems. Attending meetings, being a key member of the team conceptualizing the project in collaboration with key stakeholders. Providing key inputs, facilitating meetings and being the key liaison between the Recruitment & Selection Directorate and key stakeholders, Quality Assurance of all documents to be signed by Director. Project Managing the GDE Unemployed Educators Database & National Register for Sexual Offenders Projects, compiling key documents for the project such as the Business Requirement Specification (BRS), Change requests, submissions, memos, training manuals, articles in GDE News, completing key forms in creating dedicated email mailbox for the system query management. Providing key inputs, facilitating meetings and being the key liaison between the Recruitment & Selection Directorate and key stakeholders. Being the key support and liaison between external and internal stakeholders on queries related to the projects such as talktotheMEC, GDEInfo, queries from the 15 Districts as well as IT Directorate & DoJ-CD & SAPS. Conducting provincial training sessions on use of the online systems and providing support and technical guidance to HRP officials across the province. Managing the unemployededucators@gauteng.gov.za mailbox used for external query management. Providing responses on parliamentary responses, maintain records of all Files, correspondences and Registers, vacancy circular number

& memo management, update on registrations and most recently appointments made from the database. Ensuring timeous delivery and collection of NRSO applications and certificates between GDE, DoJ-CD & SAPS. Contribute to reviewing policies, SOP's, guidelines and directorate documents. Continuous Improvement.

ENQUIRIES : Mr Hector Tsosane Tel No: (011) 843 6533

POST 21/462 : **CHIEF PERSONNEL OFFICER ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/018164**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management/ Public Administration or related three-year qualification plus 2-3 years' experience in an HR transactional support environment post with Project Management. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers, National and Provincial HR Policy Frameworks. Must be able to articulate information, resolve conflict, cope with pressure, uphold standards, follow procedures and understand people. Computer literacy (SAP System), verbal and written communication skills, Project Management skills, Problem Solving skills, Presentation and Facilitation skills.

DUTIES : Implement quality assurance, timeous submission and retrieval of information from Transversal teams. Monitoring and verification of transactions on ESS (Employee Self Service) SAP System. Liaise with e-Government for ESS (SAP) technical issues. Conduct workshops/ presentations as part of the Human Resource Transaction implementation of adequate policies in all transversal core functions of the Unit. Coordination of submissions for Head Office and Districts. Advise on and resolve complex calculations problems and queries to district and head office personnel. In consultation with all stakeholders, develop HR Transactions and HR procedure manual to meet Departmental needs. Ensure compliance with the HR related statutory requirements and facilitate the collation of the transversal HR needs from the client and respond thereof. Provide training and input on complex calculation matters. Guide and advise personnel on Transversal Human Resource Services. Implement all stipend related allowances. Implementation of employee related costs projects. Monitor PERSAL allowance related information. Ensure that HR related information is communicated to both internal and external clients. Ensure that meetings with clients are set and resolutions are implemented. Ensure that information sharing sessions take place as and when necessary. Implementation of THRS related projects. Develop and implement compliance intervention plans to address findings. Monitor the Conditions of Service transactions. Implement and advise personnel on Transversal Human Resource Services. Assist and support the internal and external audit management letter. Quality assures timeous submission and retrieval of data from the regional HR Transversal teams. Quality assure all THRS related payment calculations. Supervision and Development of staff. Train and develop staff according to their identified training needs. Manage staff leave. Ensure that staff are assessed in line with the Performance Management and Development System (performance development plans, job descriptions and performance agreement).

ENQUIRIES : Mr. Vincent Poopa Tel No: (011) 843 6842

POST 21/463 : **SENIOR ADMIN OFFICER: EXAMINATIONS FINANCIAL ADMINISTRATION REF NO: REFS/ 018157 (X3 POSTS)**
Chief Directorate: Examinations and Assessment

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma / Degree in Accounting/Finance/Public Finance/ Financial Management/Management Accounting/Auditing/Public Administration/ Supply Chain Management/ relevant qualification plus minimum of 2 years' experience in the Financial Administration environment. Knowledge of National Treasury Regulation, Public Finance Management Act, Public Service Act an, Public Service Regulations, SCM Prescripts. Batho Pele Principles and Audit processes. Must

- be able to lead people, follow procedures, uphold standards, work in a team, think positively and work under pressure. Financial management skills, communication skills, report writing skills, supervisory skills, computer literacy and PERSAL system, planning and organizing skills, interpersonal skills and conflict resolving skills. A valid driver's license is essential.
- DUTIES** : Coordinate budget preparations within the Chief Directorate. Prepare budget inputs and record shifting of funds within the Chief Directorate. Provide advice and support during the coordination of original budget, adjustment budget, rollovers and year end virements. Analyse procurement and operational plans against budget allocations, identify budget pressures and budget savings. Develop financial reports and monitor spending patterns of the Chief Directorate. Compile and present monthly, quarterly and annual expenditure reports. Monitor spending patterns of the Chief Directorate. Provide inputs on drafting and maintenance of budget management policies, circulars etc. ensure that various budget operations are controlled in accordance with the legislation (PFMA, TR, SLA etc). Provide financial matters including payment of examiners, markers and other service providers. Verify claims and payment of other service providers. Ensure proper financial record keeping. Facilitate the payment processes and ensure that budget is confirmed and submitted to HR. Provide the procurement of goods and services. Monitor that a contract exists upon ending of another contract. Verify requisitions and ensure that spending is as per the procurement plan and budget allocations. Liaise with the internal and external stakeholders on the delivery of goods and services. Supervise staff. Supervise and ensure the provision of the administration support services. Participate in risk and audit function conducted by internal and or external structures within the chief directorate and provide mitigation plan. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff.
- ENQUIRIES** : Ms. Nadine Pote Tel No: (010) 601 8046
- POST 21/464** : **SENIOR PERSONNEL PRACTITIONER (X2 POSTS)**
Sub-Directorate: Dispute Management
- SALARY CENTRE** : R359 517 per annum
Johannesburg Central District Ref No: REFS/017642
Gauteng West District Ref No: REFS/018176
- REQUIREMENTS** : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour relations /Law/Employment relations or a related three- year qualification plus a minimum of 2-3 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.
- 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 Grievances. Investigation of 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 Linda Mabutho Tel No: 011 983 2231 (JC)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
- POST 21/465** : **PRINCIPAL PERSONNEL OFFICER ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/018170**
Directorate: HRTS

<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers, National and Provincial HR Policy Frameworks. Must be able to articulate information, resolve conflict, cope with pressure, uphold standards, follow procedures and understand people. Computer literacy (SAP System), verbal and written communication skills, Project Management skills, Problem Solving skills, Presentation and Facilitation skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Update post establishment and, timeous submission and retrieval of information from Transversal teams. Verification of transactions on ESS (Employee Self Service) SAP System. Liaise with e-Government for ESS (SAP) technical issues. Conduct workshops/ presentations as part of the Human Resource Transaction implementation of adequate policies in all transversal core functions of the Unit. Coordination of submissions for Head Office and Districts. Implement all stipend related allowances. Advise on and resolve complex calculations problems and queries to district and head office personnel. In consultation with all stakeholders, develop HR Transactions and HR procedure manual to meet Departmental needs. Implementation of employee related costs projects. Monitor PERSAL allowance related information. Ensure that HR related information is communicated to both internal and external clients. Ensure that meetings with clients are set and resolutions are implemented. Ensure that information sharing sessions take place as and when necessary. Ensure completion of THRS related projects. Implement compliance intervention plans to address findings. Verify the Conditions of Service transactions. Advise personnel on Transversal Human Resource Services. Assist and support the internal and external audit management letter. Ensure timeous submission and retrieval of data from the regional HR Transversal teams. Confirm the accuracy of all THRS related payment calculations. Supervision and Development of staff. Train and develop staff according to their identified training needs. Manage staff leave. Ensure that staff are assessed in line with the Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Mr. Vincent Poopa Tel No: (011) 843 6842
<u>POST 21/466</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub-Directorate: Information System & Strategic Planning
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/017597 Tshwane North District Ref No: REFS/017621
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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. Linda Mabutho (JC District) Tel No: (011) 983 2231
Ms. Rejoice Manamela (TN District) Tel No: (012) 543 4313
- POST 21/467** : **CHIEF ADMIN CLERK REF NO: REFS/018049 (X2 POSTS)**
Directorate: Library Services and LTSM
- SALARY** : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support or Clerical Finance Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of Ms Office programmes. Good communication skills (verbal and written), planning and organizing, good interpersonal skills. Coping with Pressure. A valid driver's license.
- DUTIES** : Provide an effective office administration support service to LTSM unit. Manage mails, diaries, receive and attend to visitors, create and maintain manual and electronical filing system. Management of documentation in the office. Attend general enquiries, compile agendas and take minutes at identified meetings. provide support to four LTSM regional coordinators on all LTSM processes and activities. Type letters memos, presentation, and other correspondences. Organise meetings. Maintain a leave register for the unit. Keep and maintain the incoming and outgoing register of the component. Ensuring budget utilization for Administration budget, Library Services and LTSM. Ensure compilation and submission of Procurement Plans and Cash flows. Monitor payments and generate expenditure reports. Consolidate weekly, monthly and quarterly reports.
- ENQUIRIES** : Ms. Nonhlanhla Nyovane Tel No: (060) 980 5677
- POST 21/468** : **OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: REFS/018154**
Directorate: Performance Management Development
Sub-directorate: Office OHS
- SALARY** : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized National Diploma / Degree in Environmental Health or Safety Management or a related three-year qualification plus 2 years' experience in the Occupational Health and Safety field. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, National Environmental Management & Waste Act 59 of 2008, Public Service Act 30 of 2007, Labour Relations Act 66 of 1995, Basic Conditions of Employment Act 75 of 1997, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 Of 1993, Disaster Management Act 57 of 2002 and related Acts. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support districts compliance with OHS requirements. Coordinate safety trainings and awareness programme within the Department. Monitor the functionality of the OHS Committee. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with Facilities Management to conduct building inspections. Attend to IOD matters and develop incident register. Facilitate and coordinate the development of Occupational Health and Safety policies, procedures and guidelines.
- ENQUIRIES** : Ms. Motshedisi Ramohloli Tel No: (011) 843 6656
- POST 21/469** : **CHIEF ADMIN CLERK (X1 POST)**
Sub- Directorate: Transversal Human Resources Services
- SALARY** : R294 321 per annum
CENTRE : Sedibeng East District Ref No: REFS/017954
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and 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. Nomathemba Xawuka (SE District) Tel No: (016) 440 1717

POST 21/470 : **CHIEF PROVISIONING ADMIN CLERK (X3 POSTS)**
Sub Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY CENTRE : R294 321 per annum
: Tshwane West District Ref No: REFS/018012
: Johannesburg West District Ref No: REFS/017611
: Johannesburg Central District Ref No: REFS/017630

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. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Priscilla Ravele (TW District) Tel No: (012) 725 1451
Mr. Lizwe Jafta (JW District) Tel No: (011) 831 5433

Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 21/471 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X4 POSTS)**

Sub Directorate: Transversal Human Resource Services

SALARY CENTRE

R294 321 per annum
Johannesburg North District Ref No: REFS/017675
Johannesburg Central District Ref No: REFS/017666
Gauteng North District Ref No: REFS/017895
Ekurhuleni North District Ref No: REFS/017601

REQUIREMENTS

Grade 12 certificates plus a minimum of 3-5 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 Homeowners' 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 assures 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

Ms. Nelisiwe Mashazi (JN District) Tel No: (011) 694 9321
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231
Ms. Mathodi Moloto (GN District) Tel No: (012) 846 3641
Ms. Emily Mochela (EN District) Tel No: (011) 746 8190

POST 21/472

: **CHIEF ADMIN CLERK: AUXILIARY SERVICES (X6 POSTS)**

Sub-Directorate: Finance and Administration
Unit: Office Service Pool

SALARY CENTRE

R294 321 per annum
Ekurhuleni North District Ref No: REFS/017606
Tshwane West District Ref No: REFS/018146
Johannesburg West District Ref No: REFS/017687
Sedibeng West District Ref No: REFS/017945
Gauteng North District Ref No: REFS/017911

REQUIREMENTS

Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and 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.Emily Mochela (EN District) Tel No: (011) 746 8190
Ms. Priscilla Ravele (TW District) Tel No: 012 725 1451
Mr. Lizwe Jafta (JW District) Tel No: (011) 831 5433
Ms. Bertha Mlotshwa (SW District) Tel No: (016) 594 9207
Ms. Mathlodi Moloto (GN District) Tel No: (012) 846 3641
- POST 21/473** : **CHIEF ADMIN CLERK REF NO: REFS/017633**
Sub-Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Ekurhuleni South District
: Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and 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. Xolani Kheswa (ES District) Tel No: (011) 389 6062
- POST 21/474** : **CHIEF ADMIN CLERK (X2 POSTS)**
Sub-Directorate: Education Support
Sub- Directorate: Circuit Support Team
- SALARY** : R294 321 per annum

<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/017644 Tshwane South District Ref No: REFS/018003
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231 Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
<u>POST 21/475</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/017627</u> Sub-Directorate: Circuit Support Team
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Ekurhuleni South District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Xolani Kheswa Tel No: (011) 389 6062
<u>POST 21/476</u>	:	<u>CHIEF ADMIN CLERK: ASSET REF NO: REFS/017691</u> Sub-Directorate: Finance and Administration Unit: Office Service Pool

SALARY : R294 321 per annum
CENTRE : Gauteng East District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License.

DUTIES : Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. 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.

ENQUIRIES : Mr. Mpho Leotlela Tel No: (011) 736 0717

POST 21/477 : **CHIEF REGISTRY CLERK REF NO: REFS/017974**
 Sub-Directorate: Finance and Administration
 Unit: Office Service Pool

SALARY : R294 321 per annum
CENTRE : Tshwane South 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. Thabiso Mphosi Tel No: (012) 401 6434

POST 21/478 : **CHIEF REGISTRY CLERK: CONDITIONS OF SERVICES REF NO: REFS/017989**
 Sub-Directorate: THRS

SALARY : R294 321 per annum
CENTRE : Tshwane South 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. Thabiso Mphosi Tel No: (012) 401 6434.
- POST 21/479** : **CHIEF ACCOUNTING CLERK: SALARIES AND BOOKKEEPING REF NO: REFS/018148**
Directorate: Financial Statement, Salaries and Bookkeeping
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.
- DUTIES** : Ensure Telephones Expenditure is allocated accordingly to the Directorates/units each month after payment to the service provider is made. Ensure a consolidated asset register with expenditure allocations from each office is up to date. Request reports from service providers and prepare a schedule of expenditure per office. Ensure journals are processed to allocate expenditure to offices, after payment was made to the service provider. Ensure monthly Cellphones Expenditure is allocated accordingly to the Directorates/units after payment to the service provider is made. Ensure a consolidated asset register with expenditure allocations from each office is up to date. Request reports from service providers and prepare a schedule of expenditure per office. Ensure journals are processed to allocated expenditure to offices after payment is made to the service provider. Ensure Payrolls are issued and distributed at least three days before each pay day, certified by pay day and returned by the 10th day after pay day. Consolidate payroll report, compile exceptions, and submit to HR for investigation and correction/implementation. Preparing the Inter-departmental Receivable/Payable Claims. Ensure inter-departmental payables are processed and paid within 30 days. Ensure inter-departmental receivables are collected within 30 days as stipulated in the Treasury regulations. Ensure the recording and clearing of inter-departmental receivables in the relevant clearing accounts each month.
- ENQUIRIES** : Mr. Nhlamulo Manganye Tel No: (011) 355 0061
- POST 21/480** : **CHIEF ACCOUNTING CLERK: FINANCIAL STATEMENT AND REPORTING REFS/018232**
Directorate: Financial Statements, Salaries and Bookkeeping
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury

Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.

DUTIES : Assist with Monthly, Quarterly and Annual Financial Statements. Requesting of BAS reports. Request Trial Balance after month closure. Capture inputs on appropriation statement. Assisting with mapping TB on AFS/IFS template. Assist with cross casting of AFS word template and AFS excel template. Review Expenditure misallocation on monthly basis. Review TB Items. Compile misallocation reconciliation on monthly basis. Identify any potential misallocations. Clear misallocation on time. Assist with Monthly preparation of funds requisition and cash allocation support. Obtain all electronic bank transfer from Department's Bank Statement, and all relevant Reports from BAS and PERSAL System. Analyze and identify all payments made and incurred. Prepare a funds requisition. Prepare a cash allocation report. Update budget and expenditure on the cash allocation template for expenditure analysis. Assist with Audit related matters. Assist with request for information. Attend Audit meetings when required. Assist with information required for Audit findings. Assist with Preparation of contingent liability working paper. Reconcile between physical files and contingent liability schedule. Address any other contingent liability matter.

ENQUIRIES : Mr. Nhlamulo Manganye Tel No: (011) 355 0061

POST 21/481 : **CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: REFS/018163 (X3 POSTS)**
Directorate: Asset and Inventory Management

SALARY : R294 321 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential code C1 & B.

DUTIES : Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. 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.

ENQUIRIES : Ms. Mathopi Khanye Tel No: (011) 355 1090

POST 21/482 : **CHIEF ADMINISTRATION CLERK: PERSONNEL INFORMATION SECURITY REF NO: REFS/018197 (X2 POSTS)**
Directorate: Security Service and Safe School

SALARY CENTRE : R294 321 per annum
Head Office, Johannesburg

REQUIREMENTS : Matric plus 3-5 years' experience in administrative and/ or clerical support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations, BAS, LOGIC. Must be able to value people, work in a team, generate ideas, convey self-confidence, articulate information, cope with pressure and embrace change. Computer literacy, planning and organization skills, verbal and written communication skills, problem solving skills and presentation skills.

DUTIES : To provide Personnel Information Security administrative support. Render Personnel and Information Security administrative services. Receive submitted applications documents and enquiries regarding the status of security clearances for relevant service providers in accessing departmental facilities. Provide statistical and progress reports regarding Electronic Security Information equipment (Security/ surveillance cameras, Biometrics and electronic access and zoning system, Access identification cards). Facilitate the efficient flow of documents and information within the sub-directorate. Draft and package briefing notes for the director as required (Minimum Information Security Standard (MISS) audits and Technical Surveillance and Counter Measures (TSCM)). Record minutes/ decisions on the meeting outcomes and communicate to relevant stakeholders. Provide efficient filing system for all Information Security and Vetting documents. Facilitate the efficient movement of document as per approved filing and document tracking system. Maintenance and safe keeping of Personnel and Information Security, Vetting files, documents. Record and communicate minutes/ decisions on departmental security committee functions. Provide correspondence regularly with the following law enforcement agencies and other relevant agencies (State Security Agency (SSA), South African Police Servicer (SAPS), Home Affairs and Private Security Regulatory Agency (PRASA). Coordinate Security Clearance intervention for the departmental employees and identified personnel. Coordinate security screening of new and identified GDE employees. Coordinate security screening of identified companies service providers and their personnel. Compile monthly/ quarterly/ annually reports on security screening of personnel. Conduct investigations and make recommendation on security screening measures. Implementation of the approved Personnel Information Security policies, procedures and guidelines. Provide inputs on the development of and customization of Personnel and Information Security policies guidelines and procedures. Provide inputs on the development and implementation of vetting and security screening, policies guidelines and procedures. Conduct presentations as part of Personnel and Information Security awareness training, implementation and explaining the Personnel Security policies and procedures to the Departmental personnel. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Michelle Mutarara Tel No: 010 600 6179

POST 21/483 : **CHIEF ACCOUNTING CLERK (X3 POSTS)**
Sub-Directorate: Financial and Administration
Unit: Finance and Procurement

SALARY CENTRE : R294 321 per annum
Gauteng West District Ref No: REFS/017926
Tshwane South District Ref No: REFS/017998
Johannesburg South District Ref No: REFS/017613

REQUIREMENTS : Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team

- members. Ability to work under pressure and long hours during audit process. A valid driver's license.
- DUTIES** : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.
- ENQUIRIES** : Ms. Louisa Dhlamini (GW District) Tel No: (011) 660 4581
Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6443
Ms. Lola Malimagovha(JS District) Tel No: (011) 247 5944
- POST 21/484** : **TRANSPORT OFFICER: MESSAGING REF NO: REFS/018211**
Directorate: Auxiliary Services and Fleet Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3-5 years relevant experience in messaging services. Knowledge of Knowledge of PFMA, Transport policies, Public Act Regulations, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.
- DUTIES** : Supervise and allocate drivers/ messengers to the relevant unit. Identify and assign driver/messenger on the database as per specifications. Update a driver/messenger database. Compile monthly reports for the unit. Respond to queries related messenger and driver messengers. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Supervise and render driving support services. Encourage drivers to inspect vehicles/equipment on a regular basis and report the defects. Consolidate a report on defects and submit to fleet management to action. Supervise and ensure that vehicle logbook and, trip authorization for the vehicle is completed. Supervise and render messenger support services. Monitor and oversee the recording and controlling of correspondence register. Supervise the sorting and arrangement of correspondences in the registry. Facilitate and oversee the collect, distribute, and circulate correspondences (mail, parcels, documents, and files). Ensure that Performance Management of subordinates are executed. Submission of monthly reports.
- ENQUIRIES** : Mr. Joe Mokhosi Tel No: (011) 355 0761
- POST 21/485** : **CHIEF ADMINISTRATION CLERK REF NO: REFS/018183**
Directorate: Performance Management Development
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Johannesburg
: Matric/Grade 12 Certificate plus 3 years' clerical support experience. Knowledge of Public Service Act, Batho Pele principles, Public Service Regulations, BAS, LOGIC. Must be confident, loyal, honest, fair, respectful, self-disciplined, innovative, creative and professional. Computer literacy, Planning and organising skills, verbal and written communication skills and presentation skills.
- DUTIES** : To provide administration support in the skills development planning for the training and development of departmental employees. Provide admin support in the development of the Work Skills Plan. Follow up with all the relevant stakeholders at district and provincial level on the submission of the training need. Consolidate all identified training needs. Upload the approved WSPR to

both ETDP-SETA and P-SETA websites for online submission. Provide admin support on employee induction programmes. Identify and secure training venues. Organise attendance registers, training material and resources. Ensure compliance at the training venue with training requirements. Provide database and evidence of inducted staff to THRS. Logistical arrangements in the roll out of capacity development programmes. Ensure compliance at the training venue with training requirements. Provide database and evidence of training programmes conducted. Provide admin support on the activities of the Head Office Skills Development Coordinating Team (HSDCT). Develop list of HOSDCT members. Take meeting minutes and follow up on meeting decision/ action items. Liaise with internal and external stakeholders. Follow up with the relevant stakeholders at district and provincial level on any outstanding matter, to promote compliance. Supervise human resources/staff. Allocate and ensure quality of work. Apply discipline. Personnel development. Assess staff performance.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: 011 843 6656

POST 21/486 : **SENIOR LIBRARIAN REF NO: REFS/017741**
Sub-Directorate: LTSM

SALARY : R294 321 per annum
CENTRE : Gauteng North District
REQUIREMENTS : A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

ENQUIRIES : Ms. Mathlodi Moloto Tel No: (012) 846 3641

POST 21/487 : **PERSONAL ASSISTANT REF NO: REFS/018236**
Office of the District Director

SALARY : R294 321 per annum
CENTRE : Ekurhuleni South District
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 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 in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organize/priorities tasks and effectively manage time. 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. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide

support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES : Ms Xolani Kheswa Tel No: (011) 389 6062

POST 21/488 : **WORKS INSPECTORS: ELECTRICAL REF NO: REFS/018138 (X2 POSTS)**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections

SALARY CENTRE REQUIREMENTS : R241 485 per annum
Head Office, Johannesburg
An appropriate recognized three-year National Diploma/ Degree in Electrical or N3 with passed Trade Test and Wiremans License plus a minimum of 1 year' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Coordinate the provision of all personnel administration services on PERSAL. To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 21/489 : **CONTACT CENTRE AGENT REF NO: REFS/018199**
Directorate: Contact Centre

SALARY CENTRE REQUIREMENTS : R241 485 per annum
Head Office, Johannesburg
Matric/Grade 12 Certificate plus a higher certificate in call centre/customer service or equivalent qualification and a minimum of 0-6 months relevant experience. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytic, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES : Receive and process incoming calls. Provide effective resolution of queries or complaints received from general public. Render one stop shop services. Implement and maintain an accurate database. Perform administrative duties as allocated by supervisor. Efficiently address queries. Use telecommunications to acknowledge receipt of customer queries and provide feedback of final outcome. Action enquiries according to delegation level. Make certain that daily and weekly monthly targets are met. Action enquiries according to delegation level. Make certain that daily and weekly and monthly targets are met. Escalate unresolved queries as per agreed work flow process. Attend to customers efficiently by understanding the nature of the query in order to provide the appropriate response. Attend to enquiries within specified turnaround time. Follow up queries sent to the back office/business section and provide feedback to the customer regarding the outcome of the enquiries where relevant and necessary.

ENQUIRIES : Ms Semakaleng Mabotja Tel No: (011) 355 1005

POST 21/490 : **SENIOR PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEMS REF NO: REFS/017732 (X4 POSTS)**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R202 233 per annum
Head Office, Johannesburg
Grade 12 Certificate. Sound knowledge of Establishment Administration and Human Resource policies; the interpretation and implementation thereof. Good knowledge on PERSAL. Good interpersonal skills and communication skills (verbal and written). Knowledge of Microsoft office. Ability to work under pressure and in a team. A valid driver's license will be an advantage.

DUTIES : Provide all establishment administration services on PERSAL. Align PERSAL with the approved post establishment. Creation of posts according to the approved post establishment and organisational structure. Verify the

		correctness of post establishment changes. Ensure the correct placement of employees. Identify the organisational and establishment gaps, problems and needs to be investigated and proposed corrective measures. Assist with THRS policy matters. Deal with all establishments related queries.
<u>ENQUIRIES</u>	:	Ms Grace Majola: Tel No. (011) 843 6823
<u>POST 21/491</u>	:	<u>SENIOR ADMIN CLERKS (X2 POSTS)</u> Sub-Directorate: Circuit Management and Support
<u>SALARY CENTRE</u>	:	R202 233 per annum
	:	Tshwane North District: Ref No: REFS/018184
	:	Tshwane West District: Ref No: REFS 018204
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written). Administrative, analytical and organizational skills, computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451(TW District) Ms Rejoice Manamela Tel No: (012) 543 4313 (TN District)
<u>POST 21/492</u>	:	<u>SENIOR ADMIN CLERKS REF NO: REFS/017987 (X2 POSTS)</u> Directorate: External Communications and Media relations
<u>SALARY CENTRE</u>	:	R202 233 per annum
<u>REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	Matric/Grade 12 Certificate Knowledge of Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Good verbal communication and writing skills, social media and computer literacy skills.
<u>DUTIES</u>	:	Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and provincial events. Maintain a database of media organizations and contacts within them. Manage the Department's social media communications. Regularly meet with and conduct interviews with media personnel and stakeholders. Create and produce content for the Department's social media. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, communicating material and other types of content that take the message to the public. Prepare and manage the Department's communication.
<u>ENQUIRIES</u>	:	Ms. Cecilia Mosupye Tel No: (011) 355 6062.
<u>POST 21/493</u>	:	<u>SENIOR PROVISIONING ADMIN CLERK REF NO: REFS/018166</u> Sub-Directorate: Finance and Administration Section: Finance and Procurement
<u>SALARY CENTRE</u>	:	R202 233 per annum
<u>REQUIREMENTS</u>	:	Sedibeng East District
	:	Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of PERSAL, BAS, SRM, SAP, PFMA and Treasury regulations, procurement procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure.

DUTIES : Procurement of goods and services, Receive and record requisitions from different units within the district. Capturing RLS0101 and RLS02. Ensure smooth transition from capturing to purchase order, receipt of invoices to payment within 30 days. Compile sundry payments. Clearing of Webcycle on daily basis. Liaise with GDF on daily basis relating to outstanding payments. Follow-up outstanding purchase orders with HO: SCM. Filing and safeguarding of documents and maintains file documentation register. Collect and distribute payroll in accordance with the acts and regulations. Prepare monthly reconciliation for petty cash and revenue. Ensure effective revenue and petty cash administration. Handling IRP5's and salary related queries.

ENQUIRIES : Ms Nomathemba Xawuka Tel No: (016) 440 1717 (SE District)

POST 21/494 : **SENIOR ACCOUNTING CLERK: PAYMENT REF NO: REFS/018212**
Sub-Directorate: Finance and Administration
Section: Finance and Procurement

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Gauteng North District
: A Grade 12 with Accounting as a passed subject. Knowledge of Acts, special software / processes, Procedures, etc.) PFMA and Treasury Regulations, procurement procedures and other financial related policies. Knowledge of financial administration, public sector procurement and Supply Chain Management. Excel Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing, Verify and Excellent communication skills. Organizational skills, Ability to work under pressure and long hours during audit process.

DUTIES : Compile and Process supplier invoices. Participate in all supplier payments paid within 30 days. Participate in the daily tracking of all payments. Participate in the compiling of the sundry payments. Allocate payments on the web cycle, resolve all supplier payments queries, Adhere to accounts payable internal controls. Co-ordinate and complete accounts payable processes.

ENQUIRIES : Ms Matlodi Moloto Tel No: (012) 846 3641 (GN District)

POST 21/495 : **SENIOR ADMIN CLERK: HR SUPPORT REF NO: REFS/018209**
Sub-Directorate: THRS
Section: Conditions of Service

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Johannesburg North District
: Matric/Grade 12 Certificate. Knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under pressure, Communication & interpersonal skills. Must have a valid Driver's License.

DUTIES : Provide support to the Districts/ Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/ Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and PERSAL print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.

ENQUIRIES : Ms Nelisiwe Mashazi Tel NO: (011) 694 9321 (JN District)

POST 21/496 : **SENIOR PERSONNEL OFFICER: PILIR REF NO: REFS/018231 (X3 POSTS)**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Head Office
: Matric/Grade 12 Certificate. Knowledge of Public Finance Management Act. Treasury Regulations. Public Service Act of and Regulations. BAS, PERSAL and SAP / Public procurement procedures, Employment of Educators Act of 1998 and financial related policies. Good interpersonal skills and

communication skills (verbal and written). Computer literacy (Microsoft Office Package; Word, Outlook, PowerPoint, Excel), Customer Services, Conflict and Problem-Solving skills. Ability to work independently and Driver's license is essential.

DUTIES : Capturing of PILIR applications and transaction on PERSAL. Capture the application/rejected application on a PILIR excel spreadsheet. Collate information and submit required supporting documents of Independent Medical Assessment from a Sick Employee. Implement PILIR administration processes and liaise with HR Transversal Services (District Offices) regarding the management of PILIR documents and workflow. Interpret and analyse assessment report from Health Risk Manager and prepare outcomes letter to notify the sick employees and the Stakeholder that attended to the Sick Employee. Receive an acknowledgment letter from HRM and notify Districts/ Clients regarding the implementation of PILIR outcomes on Persal (HR6). Update PILIR tracking grid for their respective Cluster/ office. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Establish and maintain an efficient document filing system. Provide an update to employees/ District officials and clients on the PILIR process/ system. Guide and advise departmental employees on PILIR administration matters to enhance the correct implementation of the PILIR policy. Provide administrative and logistical support to the Sub Directorate. Receive and process all incoming PILLIR related documentation. Respond to any PILIR queries or concerns relating to individual cases. Conduct on-site visits to Long-term Incapacity employees and regularly check their progress.

ENQUIRIES : Ms Mahlodi Ragolane Tel No: (011) 843 6829

POST 21/497 : **SENIOR ACCOUNTING CLERK: FIXED ASSET CONTROLLER (X2 POSTS)**
Sub Directorate: Finance and Administration
Section: Finance and Procurement

SALARY CENTRE : R202 233 per annum
Johannesburg North District Ref No: REFS/017967
Ekurhuleni South District Ref No: REFS/017982

REQUIREMENTS : Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of relevant prescribed Act, regulations, and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy, Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.

DUTIES : Update Asset Register. Capture and Bar-code newly acquired assets on time as per Asset management Policy. Identify redundant and obsolete assets for disposal. Conduct sample testing to confirm that assets are in working condition. Coordinate the updating of table one and inventories. Coordinate the receipts of donated assets. Verify inventory lists and ensure that signed copies are filed. Classify assets correctly in the Asset register. Provide support to all district offices and Head Office and ensure all paid assets on BAS are updated in the Asset Register. Conduct monthly district visits compliance on quarterly verification. Maintain accurate and complete loss control register. Implement an effective system of financial asset management. Ensure compliance with Departmental assets management policies and procedures. Verify GDE assets. Conduct quarterly spot checks. Provide feedback reports on district visits with specific reference to identify concerns. Identify, investigate and report discrepancies found during stocktaking on a yearly basis. Report as Member of District Disposal committee quarterly. Ensure compliance towards interim audit as well as final audit status report. Render administrative duties. Ensure Proper Filing System in line with GDE filing system. Facilitate taking over and handing over of fixed assets on closure of building. Coordinate the Handing over and taking over certificates.

ENQUIRIES : Ms Nelisiwe Mashazi Tel No: (011) 694 9321(JN District)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES District)

POST 21/498 : **SENIOR PROVISIONING ADMIN CLERK (X5 POSTS)**
Sub Directorate: Finance and Administration
Section: Provisioning and Administration for Institution

SALARY : R202 233 per annum

<u>CENTRE</u>	:	Johannesburg North District Ref No: REFS/017651 (X2 POSTS) Ekurhuleni South District Ref No: REFS/018171 Gauteng West District Ref No: REFS/018168 Sedibeng West District Ref No: REFS/017721
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate with Accounting as a passed subject. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy, Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.
<u>DUTIES</u>	:	Administration and monitoring of Municipal Payments for Section 21 and Partial section 21 schools. Administration and monitoring of school fee compensation. Safekeeping of goods received and delivery thereof. Provisioning of administrative support for public schools. Control of equipment/stock (stocktaking). Track budget expenditure variants for partial section 21 Public Ordinary Schools. Procurement of goods and services for partial section 21 Public Ordinary Schools. Assist in reconciliation and monitoring of expenditure and Attend to Queries from Districts and Municipalities.
<u>ENQUIRIES</u>	:	Ms Nelisiwe Mashazi Tel No: (011) 694 9321(JN District) Mr Xolani Kheswa Tel No: (011) 389 6062 (ES District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms B Mlotshwa Tel No: (016) 594 9207(SW District)
<u>POST 21/499</u>	:	<u>SENIOR ACCOUNTING CLERK (X4 POSTS)</u> Sub Directorate: Finance and Administration Section: Finance Management
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Johannesburg West District Ref No: REFS/018143 Johannesburg North District Ref No: REFS/018173 Johannesburg East District Ref No: REFS/018162 (X2 POSTS)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with Accounting as a subject. Knowledge of financial administration and application of financial prescripts such as PFMA, Treasury Regulations, SCOA, procurement procedures and other financial related policies. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing. Analytical skills, excellent communication skills. Organizational skills.
<u>DUTIES</u>	:	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 other 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 is 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/ virements 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.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta Tel No: (011) 831 5433 (JW District) Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District) Ms E Moloko Tel No: (011) 666 9109 (JE District)
<u>POST 21/500</u>	:	<u>SENIOR LIBRARIAN ASSISTANT (X2 POSTS)</u> Sub Directorate: Curriculum Management and Delivery Section: LTSM

<u>SALARY CENTRE</u>	:	R202 233 per annum Gauteng West District Ref No: REFS/018150 Gauteng North District Ref No: REFS/018185
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Good general knowledge. Ability to work with and without supervision. Hard working and reliable.
<u>DUTIES</u>	:	Assist the Senior Librarian with Issuing and retrieving of information from library resources; Cataloguing and processing of the district library's stock, using a computerized data base; Stock-taking, shelve control and filing; Acquisitioning and requisitioning of library resources; General administrative functions; Information assistance to library users; Marketing the library service; Information searches including the Internet; Establishing the information needs of district officials.
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms. Mathodi Moloto Tel No: (011) 247 5947 (GN District)
<u>POST 21/501</u>	:	<u>SENIOR ADMIN CLERK REF NO: REFS/018218</u> Sub-Directorate: Curriculum Management and Delivery Section: Special Projects
<u>SALARY CENTRE</u>	:	R202 233 per annum Gauteng North District
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written) administrative, analytical and organizational skill, computer literacy.
<u>DUTIES</u>	:	Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Handling basic enquiries and assisting clients.
<u>ENQUIRIES</u>	:	Ms. Mathodi Moloto Tel No: (012) 543 4313 (GN District)
<u>POST 21/502</u>	:	<u>SENIOR PERSONNEL OFFICER (X4 POSTS)</u> Sub Directorate: Transversal Human Resource Service Section: Conditions of Service
<u>SALARY CENTRE</u>	:	R202 233 per annum Johannesburg West District Ref No: REFS/018180 Johannesburg East District Ref No REFS/018193 Sedibeng West District Ref No: REFS/018174 Tshwane West District: Ref No: REFS/018230
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Knowledge of the relevant Acts, regulations, practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration, HR provisioning, and Human Resource Management. Knowledge to used computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel. Completed courses and experience in word processing, spreadsheet and presentation software packages. Good organising, planning, problem solving and analytical skills. Good verbal and written communication skills, time management, minute taking, financial management and inter-personal relations skills. Self-disciplined and able to work under pressure with minimum supervision.
<u>DUTIES</u>	:	Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services: Appointments, Leave, Terminations, Qualification's bonus, Housing Allowances, and any salary related matters. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration

activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advise personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433 (JW District)
Ms E Moloko Tel No: (011) 666 9109 (JE District)
Ms B Mlotshwa Tel No: (016) 594 9207(SW District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/503 : **SENIOR REGISTRY CLERK (X3 POSTS)**
Sub Directorate: Transversal Human Resource Services
Section: Conditions of Service

SALARY CENTRE : R202 233 per annum
: Gauteng North District Ref No: REFS/018160
: Tshwane North District Ref No: REFS/018076
: Tshwane West District Ref No: REFS/018217

REQUIREMENTS : Matric/Grade 12 Certificate. Knowledge of registry procedures and practices, filling of documents and electronic filing system. Good interpersonal, organizational skills and communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Internet etc.) Ability to work in a team and independently. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain validating machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Open & maintain remittance register. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/ disposal. Scan files Electronic for archiving. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms Mathodi Moloto Tel No: (011) 846 3641(GN District)
Ms Rejoice Manamela Tel No: (012) 543 4313 (TN District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/504 : **HUMAN RESOURCE PROVISIONING CLERK (X4 POSTS)**
Sub-Directorate: THRS
Section: Human Resource Provisioning

SALARY CENTRE : R202 233 per annum
: Johannesburg West District: Ref No: REFS/018239
: Johannesburg South District: Ref No: REFS/018237
: Tshwane West District: Ref No: REFS/018227 (X2 POSTS)

REQUIREMENTS : Matric/Grade 12 Certificate. Knowledge of Public service Act and Regulations, Employment of Educators Act and Batho Pele Principles. Skills: Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, People Management, Presentation and Facilitation skills. Applies concepts without requiring supervision, able to provide technical guidance when required. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Receive and prepare job adverts for publishing on vacancy circulars and media print. Assist with the advertising processes of the district and schools' vacancies. Provide clerical support service in the verification for all appointed staff. Assist in verifying the existence of posts on PERSAL, Post Establishments and the organisational structure. Assist in maintaining up to

date databases for response handling, recruitment, selection, appointments, transfers, placements and retention of staff. Process all applications for reinstatements of retired educators and provide administrative support for the placement of bursary holders. Assist with the profiling of posts for placement of Bursary holders. Assist with the matching and placement of bursary holders to profiled posts. Assist with the effective processing of all redeployments, absorptions and staff additional to the establishment. Update database for vacancies and unemployed graduates. Check and verify received applications. Render the secretariat support services during interviews. Collect; sort and sift applications according to reference numbers. Capture applications on the response handling database. Deliver a master list for applications. Label packages and distribute applications to relevant line managers and schools. File copies of acknowledgement of receipt. Store and dispose of application according to departmental prescripts. Maintain filing system for the Unit in line with the departmental filing system prescripts. Maintain the tracking system for office correspondence from and to the Unit.

ENQUIRIES : Mr Mr Lizwe Jafta Tel No: (011) 831 5433(JW District)
Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District)
Ms Priscilla Ravele Tel No: (012) 725 1451(TW District)

POST 21/505 : **RECEPTIONIST REF NO: REFS/017939**
Directorate: Contact Centre

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Head Office, Johannesburg
: Matric/Grade 12 Certificate. Knowledge of Office administration and communication systems. Communication skills (written & verbal), planning, organising and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.

DUTIES : Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channel to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for the purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filing and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES : Ms. Semakeleng Mabotja Tel No: (011) 355 1032/ 1005

DEPARTMENT OF HEALTH

ERRATUM: CHRIS BARAGWANAH ACADEMIC HOSPITAL: Kindly note that Assistant Manager Nursing (PN-A7 (X1 Post) Nursing (Infection Control)) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence has been amended as follows: REFS/018413. The Operational Manager Nursing Speciality (Critical Care Nursing) (PN-B3) (X3 Posts) Nursing Services (Clinical Support FBU) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence has been amended as follows: REFS/018414. The Clinical Program Co-Ordinator (PN-A5):Infection Control Nursing Services (Infection Control) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post refence and post number has been amended as follows: Ref No: REFS/018415, (X1 Post)

and The Social Worker HAST (HTS MENTOR) (X 1 Post) Nursing Services (HAST) advertised on the Public Service Vacancy Circular Service Vacancy Circular 20 dated 27 June 2023 the post reference has been amended as follows: Ref No: REFS/018416. With a closing date of 14 July 2023. We apologise for the inconvenience caused.

OTHER POSTS

- POST 21/506** : **HEAD CLINICAL UNIT (RADIOLOGY) REF NO: REFS/017755 (X1 POST)**
 Directorate: Clinical
 (Re-Advertisement)
- SALARY** : Grade 1: R1 887 363 per annum
CENTRE : Sebokeng Hospital
REQUIREMENTS : Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Specialist in Radiology. Extensive and appropriate experience in all aspects of clinical care, teaching and research. Certificates of service of all service for all periods of employment. Knowledge, skills, and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.
- DUTIES** : Overall supervision and management of the Radiology discipline in the Hospital. Clinical management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols to ensure improvement in the quality of service rendered, safeguarding high standards of care at all times, and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals internally and externally.
- ENQUIRIES** : Dr. Mofokeng SM Tel No: (016) 930 3304
APPLICATIONS : applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 07 July 2023
- POST 21/507** : **CLINICAL MANAGER (MEDICAL) REF NO: REFS/018084 (X1 POST)**
 Directorate: Clinical Services
- SALARY** : R1 288 095 per annum, (inclusive package)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Registration with HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and current registration. A minimum of 3 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Good communication, leadership and writing skills. An additional management qualification will be an added advantage.
- DUTIES** : Overall clinical leadership and management of allocated clusters of departments. Ensure the offering of a comprehensive quality hospital service to patients. Optimally supervise departments ensuring compliance to clinical governance. Support district health services through joint planning and outreach services. Participate in continuous medical education, as required by

the HPCSA. Participate and network with other hospitals in the cluster. Ensure the performance of clinical audits and morbidity and mortality meetings. Provide support to other departments. Disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Coordinate the management of patient safety incidents. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievance and labour Relations issues in terms of laid down policies and procedures. Commuted overtime is compulsory.

**ENQUIRIES
APPLICATIONS**

: Dr MC Holm Tel No: (012) 529 3876
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/508

: **MEDICAL SPECIALIST (ANAESTHETIC) REF NO: REFS/017737 (X1 POST)**

Directorate: Clinical
(Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R1 214 805 per annum
 : Sebokeng Hospital
 : A degree (MBCHB) FCS(SA) or equivalent, Registration with HPCSA as a Medical Specialist in Anaesthetic. Only shortlisted candidates will submit proof with HPCSA as a Medical Specialist.

DUTIES

: Management of designated areas of responsibility within the Anaesthetic department at Sebokeng Hospital, conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and wards/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in postgraduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES APPLICATIONS : Dr. Mbara Tel No: (016) 930 3301
: applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 07 July 2023

POST 21/509 : **MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: REFS/017739 (X1POST)**
Directorate: Clinical
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : Grade 1: R1 214 805 per annum
: Sebokeng Hospital
: A degree FC Psych; MMed. Registration with HPCSA as a Psychiatrist. only shortlisted candidates will submit proof with HPCSA as a Psychiatrist 3 (Three) years post registration experience as a Psychiatrist.

DUTIES : An in-depth knowledge of the functioning of Psychiatry department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience of junior staff (nurses, medical students and interns, medical officers and registrars). Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Psychiatric Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical psychiatric services in the hospital. Providing consultative support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES APPLICATIONS : Dr. Msibi NA: Tel No: (016) 930 3000
: applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 07 July 2023
- POST 21/510** : **MEDICAL SPECIALIST: CLINICAL PHARMACOLOGY REF NO: REFS/018073 (X1 POST)**
Directorate: Clinical Services
(Re- Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum (all package inclusive)
Grade 2: R1 386 069 per annum (all package inclusive)
Grade 3: R1 605 330 per annum (all package inclusive)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
MBChB degree or equivalent. Registration as a Specialist in Clinical Pharmacology with the Health Professions Council of South Africa (HPCSA) and Current registration with the HPCSA as a Medical Specialist in Pharmacology. **Grade 1:** None experience after registration with HPCSA as a Medical Specialist (Pharmacologist). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist (Pharmacologist) after registration with HPCSA as a Medical Specialist (Pharmacologist). **Grade 3:** A minimum of 10 years appropriate experience as a Medical (Pharmacologist) after registration with HPCSA as a Medical Specialist (Pharmacologist). Any additional specialist qualification, post graduate diploma, other post graduate qualification, teaching and research will be an added advantage. Publication or research papers, review articles and other scholarly papers will be a distinct advantage.
- DUTIES** : Overall supervision, management and training of registrars who are specializing in the Clinical Unit. Management of both in-patients and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to protocols and guidelines. Promote and participate in outreach programs in the community and the feeder institutions. Clinical governance - ensure quality assurance programs with respect to improving clinical outcomes and managing risks that are in place. To render clinical pharmacology services to the hospital where relevant, advise on management of patients and assist in prescribing in special groups (paediatrics, pregnancy, elderly, genetically predisposed, critically ill). Advise on drug policy and critically evaluate new drugs, render therapeutic service in assisting in the provision of a therapeutic drug monitoring service (TDM, by interpreting the clinical relevance of reported drug levels, monitoring adverse drug effects (including toxicology and poisoning), monitor drug interaction, assisting with clinical matters in Pharmacy, assist and take part in departmental clinical discussions, monitor antibiotic use and be part of antimicrobial stewardship (AMS) program and attend Pharmacy and Therapeutic Committee (PTC), and Ethics Committee. The incumbent will be involved in training the registrars who specialise in Clinical Pharmacology and teaching basic and clinical pharmacology program for both under-and postgraduate students and will take part in research programmes of the department. Other relevant duties may be allocated by the Head of department.
- ENQUIRIES APPLICATIONS** : Prof E Osuch Tel No: (012) 521 4145
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant

documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/511** : **MEDICAL SPECIALIST: PSYCHIATRY REF NO: REFS/018242 (X2 POSTS)**
Directorate: Clinical Services
(Re-Advertisement)
- SALARY** : Grade 1: R1 214 805 per annum (all package inclusive)
Grade 2: R1 386 069 per annum (all package inclusive)
Grade 3: R1 605 330 per annum (all package inclusive)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate qualification in Psychiatry which allows Registration as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). Current Registration with the HPCSA as a Specialist Psychiatrist. **Grade1:** None experience after registration with HPCSA as a Medical Specialist (Psychiatrist). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist (Psychiatrist) after registration with HPCSA as a Medical Specialist (Psychiatrist). **Grade 3:** A minimum of 10 years appropriate experience as a Medical (Psychiatrist) after registration with HPCSA as a Medical Specialist (Psychiatrist). Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users.
- DUTIES** : The provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002), involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.
- ENQUIRIES** : Dr. PS Mazibuko Tel No: (012) 521 4032/4143
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been

attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/512** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY REF NO: SDHS 2023/06/01**
- SALARY CENTRE REQUIREMENTS** : R958 825 per annum (all-inclusive package)
: Johan Heyns Vanderbijlpark
: A three year degree (NQF level7) or National Diploma (NQF Level 6) in computer Science/ Information Systems/ Information Technology. 5years experience in Network management and Network operating System management of which 3 years must be at an Assistant Director level preferably in the public health sector. Candidate must be in possession of a valid driver's licence (when shortlisted).
- DUTIES** : Management of ICT projects and leading the implementation of systems in the district. Maintain high availability of ICT services including the health information systems, local area network and wide area network, active directory, transversal systems, and all other district applications. Use management software to identify and locate faults and problem areas. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the hospital. Provide support for video, voice and mobile communication services. Management of service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users, other government institutions and external parties. Manage ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise, assess skills, train and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the district. Responsible for general, human and financial management of the ICT department.
- ENQUIRIES APPLICATIONS** : Ms. M. Mokoena Tel No: (016) -950 6000
: Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females

are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
07 July 2023

CLOSING DATE

:

POST 21/513

:

HAST MEDICAL OFFICER GRADE 1 REF NO: LENS 157 (X1 POST)
Directorate: Medical

SALARY

:

R906 540 - R975 738. per annum, plus benefits

CENTRE

:

Lenasia South District Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner, HPCSA registration as an independent Medical Practitioner. A minimum of 2 year appropriate experience as Medical Officer after registration with the HPCSA of which 1 year must be, working experience in HIV STIs, ART Management, TB control, TB/HIV, and TB Clinical Management will be an added advantage and Master's Degree in Public Health or equivalent complex case management would also be an added advantage. Knowledge of government guidelines and protocols for HIV, STIs, TB, and DR TB management; Experience in training, clinical mentoring and supervision; Proven skills in program management including institutional capacity building and systems development; Must be a team player with excellent analytical, oral and written communication skills; Flexibility to work several geographically dispersed sites. Good Computer skills in Excel, PowerPoint, and MS Word; A valid driver's licence. Must willing to travel extensively. Knowledge of PFMA legislation and Government policy on HIV, STIs, and TB. Knowledge of DHIS, TIER.NET, and report writing skills. The Clinical Advisor's role is to provide support for the implementation of a country-wide scale up of community facility-based TB/MDR TB treatment programs.

DUTIES

:

The incumbent will be responsible for the following activities but not limited to: develop with NTP and other implementing partners strategies for improving the quality of HIV, STIs PMTCT VMMC and TB; Strengthen clinical knowledge and experience in the management of HIV, STIs and TB; Assist the National TB Control Programme in implementing strategies to prevent TB/ MDR TB; Initiate and provide technical support and training to Sub District district-based management teams and service providers to implement and monitor TB/ MDR TB and VMMC treatment programs; Build capacity of project staff, Department of Health (DOH and LG) counterparts and collaborating NGOs in the implementation of interventions to prevent, diagnose and treat HIV, PMTCT ,STIs, DS and MDR TB,VMMC TB; Ensure correct patient management and review clinical decisions while strengthening expertise among health care professionals for HIV, PMTCT ,STIs, DS and MDR TB,VMMC care; Work with the Health Care Workers to assist in the implementation of HIV, STIs PMTCT and DS and MDR TB VMMC monitoring and evaluation tools; Work with NGOs and partners to implement innovative treatment support and monitoring tools through Health technologies; Assist to design / implement targeted operations research to assess and improve implementation of HIV, PMTCT ,STIs, DS and MDR TB,VMMC programs; Provide regular monitoring and evaluation reports to the Sub District Chief Medical Officer, Clinical Services Team Leaders HAST team members including monthly and quarterly status reports .Improve Sub District health systems in support of good clinical practice in the Sub Districts, Hospitals, CHC's, and PHC Clinics. Guide implementation of DoH HAST treatment protocols. Keep abreast of the developments in the HIV, PMTCT STIs DS, and DR TB VMMC programme areas. Facilitate and monitor HIV, Maternal health, STIs, VMMC, DS, and DR TB for internal and external stakeholders as may be required. Contribute to operational planning activities. Liaising and negotiating with the private sector to improve the health status of communities. Perform all other duties delegated by the Supervisor / Manager. Participate in the training and clinical mentorship of health providers. Support the dissemination and review of HAST policies. Strengthen TB/HIV collaboration and rollout. Participate in the Sub District after hours coverage (Commuted Overtime).

ENQUIRIES

:

Dr. M.N Maleka Tel No: (011) 213 9617

APPLICATIONS

:

must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

NOTE

:

The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only

shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.

- CLOSING DATE** : 10 July 2023
- POST 21/514** : **REGISTRAR (MEDICAL) REF NO: KPTH/06/01**
Directorate: Paediatrics
- SALARY** : R906 540 per annum (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. FC Paed (SA) Part 1. Twelve months post-internship experience in paediatrics (under supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation, is required. A Diploma in Child Health or other applicable post graduate qualification is recommended.
- DUTIES** : The successful candidates will be responsible for rendering of clinical services and related administrative tasks. This includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Supervision of junior staff (undergraduate students, interns, and medical officers). Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and portfolio of learning as required by the college of Medicine of South Africa.
- ENQUIRIES** : Prof T Avenant Tel No: (012) 373 1009
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 07 July 2023
- POST 21/515** : **MEDICAL REGISTRAR: CLINICAL PHARMACOLOGY REF NO: REFS/018219 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R906 540 per annum (all inclusive)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : MBChB Degree (or equivalent). Registered with the Health Professions Council of South Africa as medical practitioner. Current registration as a Medical Practitioner.
- DUTIES** : Clinical duties and advice on the management of patients: clinical pharmacologist on call for DGMAH, ward consults as required, TDM

interpretation & feedback to DGMAH, laboratory review, therapeutic drug monitoring, interpretation of toxicity as well as drug overdose and bioavailability, help clinicians decide on further therapy, toxicology on call, clinic rotation, regular contact with prescribers to enforce policy, prevent medication errors and promote patient compliance with medication. Clinical Pharmacology teaching undergraduate and postgraduate level. Advise on drug policy: PTC & PPTC involvement, ensure cost effective use of drugs in the Hospital and assist in development of effective protocols that guide use of expensive agents, workshops dedicated to drug policy, acquire new medicines information and critically evaluate its quality and utility. Function as an effective team member in the broad context. Play an active role in training other health care workers: undergraduate bedside teaching, bedside teaching of clinical pharmacology and assistance of clinicians in drug therapeutic management of patients, medicine academic meetings, clinical discussions, case reports and case presentations, CPD meetings, academic meetings/journal club, undergraduate teaching ward rounds. Engage in research: SMUREC review, own research, scientific writing, research training seminar, GCP, research methodology course. Other relevant duties may be allocated by the Head of Department.

**ENQUIRIES
APPLICATIONS**

: Prof E Osuch Tel No: (012) 5214145/4605
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/516

: **MEDICAL PHYSICIST REF NO: REFS/018206 (X1 POST)**
 Directorate: Clinical Support

SALARY

: Grade 1: R734 811 per annum (all-inclusive package)
 Grade 2: R829 668 per annum (all-inclusive package)
 Grade 3: R946 461 per annum (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Dr George Mukhari Academic Hospital
 : An appropriate qualification that allows for Registration with the HPCSA as a Medical Physicist or equivalent. Registration with HPCSA as a Medical Physicist in the category Independent Practice. **Grade 1:** None experience after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years' experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** A minimum of 16 years' experience after registration with the HPCSA as a Medical Physicist. Competencies/skills: Knowledge of regulations

- pertaining to the Hazardous Substances Act in accordance with the South African Health Products Regulatory Authority. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills. An MSc in medical physics will be an added advantage.
- DUTIES** : Quality Assurance Programme of ionising and non-ionising radiation equipment at Dr George Mukhari Academic Hospital. Participate in the teaching, training and research programs within Dr George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University. Contribute to the development and implementation of policies, protocols and Standard Operating Procedures. Contribute to compliance of equipment contracts, service level agreements and terms of references with vendors. Participate in the Radiation protection programme and training at Dr George Mukhari Academic Hospital. Work closely with Medical Physicists, Radiologists, Nuclear Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Contribute to QA including dosimetry in radiology and nuclear medicine. Contribute to ensuring all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards.
- ENQUIRIES** : Dr Bronwin Van Wyk Tel No: (012) 521 4771
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.
- CLOSING DATE** : 07 July 2023
- POST 21/517** : **ASSISTANT MANAGER (SPECIALTY) ACCIDENT AND EMERGENCY REF NO: REFS/SEB/23/01 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R683 838 per annum (all-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Emergency and Trauma Nursing in terms

of R212. Diploma/degree in Nursing Administration is a Must. Current registration with the SANC – as a Professional Nurse and Midwife. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in Emergency and Trauma. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside Public Service after complying with registration requirement). Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Emergency and Trauma. Demonstrate basic understanding of human resources, disciplinary producers as well as financial management policies, guidelines, and practices.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures, and regulations pertaining to nursing care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide, and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Prepared to do shifts.

ENQUIRIES APPLICATIONS : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, no attachments on application, only Z83 and CV, applicants will submit documents only when shortlisted. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 14 July 2023

POST 21/518 : **PROFESSIONAL NURSE (SPECIALTY NURSING) – TRAUMA REF NO: REFS/SEB/23/02 (X2 POSTS)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : Grade 1: R431 265 per annum (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse, plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty (Trauma). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Less 1 year from experience for candidates appointed from outside the Public Service after complying with registration requirements.

DUTIES : Provision of high quality, holistic and specialized Nursing care within set standards and within Professional/Legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow

pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of human, financial and material resources. Adhere to basic principles of Infection Prevention and Control. Ability to carry out Nursing Administrative duties including shifts leading and relieving the Operational Manager. Maintain Professional and Ethical growth/development through on-going training and research.

ENQUIRIES : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
APPLICATIONS : should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, no attachments on application, only Z83 and CV, applicants will submit documents only when shortlisted. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 14 July 2023

POST 21/519 : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: SUB-G0032 (X10 POSTS)**
Directorate: Nursing

SALARY : R431 265 per annum, plus benefits
CENTRE : Johannesburg Health District:
Wildbeesfontein Clinic (X2 Posts)
Kliptown Clinic (X1 Post)
Stretford Clinic (X2 Posts)
Sinethema Clinic (X1 Post)
Orange Farm Clinic (X1 Post)
Bristlecone Clinic (X1 Post)
Ennedale Extention 9 Clinic (X1 Post)
Lenasia South District Hospital (X1 Post)

REQUIREMENTS : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification, with a duration of at least one year in Primary Health Care, accredited with the SANC. A minimum of four (4) year's appropriate/ recognizable nursing experience after registration as Professional Nurse General. Computer literate and a valid driver's license will be an advantage. Grade 1: Less than ten (10) years appropriate experience after registration as a Clinical Nurse Practitioner (Primary Health Care).

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms. V. Munsami Tel No: (011) 213 9708
APPLICATIONS : must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 13 July 2023
- POST 21/520** : **CLINICAL TECHNOLOGIST – CRITICAL CARE (ICU) REF NO: REFS/018096 (X1 POST)**
Directorate: Clinical Support
- SALARY** : Grade 1: R359 622 per annum (plus benefits)
Grade 2: R420 015 per annum (plus benefits)
Grade 3: R491 676 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
National Diploma or B Tech in Clinical Technology, BHS - Specialized Category: Critical Care. Registration with HPCSA in Clinical Technology - Specialized Category. Currently registered with HPCSA in Clinical Technology. **Grade1:** None experience after registration with the HPCSA as a Clinical Technologist. **Grade 2:** A minimum of 10 years' experience after registration with the HPCSA as a Clinical Technologist. **Grade 3:** A minimum of 20 years' experience after registration with the HPCSA as a Clinical Technologist. Competencies: Demonstrate and apply good communication skills and team Co-operation CCTs are required to be team players and work well with the junior and senior staff.
- DUTIES** : Ensure effective and efficient clinical service delivery within the ICU department. To offer direct support and advice to other healthcare professionals in the maintenance and physiological management of patients in the ICUs and theatre area and with the appropriate usage of the ICU medical equipment. Assess and monitor patients before during and after procedures. To ensure multi-disciplinary teamwork. To offer daily technical support, teaching and ongoing training within the ICU. Conduct and supervise research within the field. CCTs are required to perform and assist in Cardiopulmonary resuscitation in the ICU. Administrative duties such as data capturing of interventional procedures performed and all supporting information including procurement, inventory and ICU equipment maintenance plan. Ensure patient safety and perform general quality control procedures. Implement infection prevention and control measures. Oversee maintenance and functionality of equipment for associated procedures: HPCSA Approved Scope of Practice: Clinical Technology (21 May 2020).
- ENQUIRIES APPLICATIONS** : Mr LK Tsie Tel No: (012) 529 3791
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to

conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

- CLOSING DATE** : 07 July 2023
- POST 21/521** : **PRODUCTION DIETITIAN REF NO: KPTH/06/02**
Directorate: Clinical Dietitians
- SALARY** : R317 976 – R361 872 per annum, (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA in the relevant profession or bachelor's degree (BSC or B Degree) in Dietetics. Currently registered with the HPCSA as an independent Dietician. The candidate should be dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in-service training. Computer literacy, communication skills and good interpersonal skills are essential.
- DUTIES** : Provide Dietetics services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapist and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights etc. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. Participate and implement departmental policies to ensure effective departmental standards and effective service delivery in line with National standards. Adherence to PMDS processes. Standby/On-call duty as per program.
- ENQUIRIES** : Ms I Mohlakela, Tel No: (012) 318 6640
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please

Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
07 July 2023

CLOSING DATE

:

POST 21/522

:

CLINICAL ASSOCIATE REF NO: SDHS 2023/06/02 (X1 POST)

SALARY

:

R294 321 – R317 127 per annum

CENTRE

:

Sedibeng District Health Services - HAST

REQUIREMENTS

:

Bachelor of science (Clinical Medical Practice) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical Clinical Associate.

DUTIES

:

Implement Voluntary Male Medical Circumcision (VMMC) through provision of safe and quality service for adolescent and adult males. Ensure that VMMC set targets are achieved. Provides post-operative care and clinical management of any adverse events. Participate in developing quarterly work plans and budget for VMMC activities. Carry out VMMC service delivery in line with VMMC operational guidelines. Participate in data review meetings. Perform other duties as assigned by the supervisor.

ENQUIRIES

:

Ms.D Khumalo Tel No: (016) 950 6122

APPLICATIONS

:

Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.

NOTE

:

Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

CLOSING DATE

:

07 July 2023

POST 21/523

:

CHIEF ADMIN CLERK REF NO: REFS/017386 (X1 POST)

Directorate: Patient Administration

SALARY

:

R294 321 per annum (plus benefits)

CENTRE

:

Dr George Mukhari Academic Hospital

REQUIREMENTS

:

Grade 12 with minimum of 3-5 years' experience in Porterage, Messenger and Mortuary Services as a Supervisor. Good supervisory and problem-solving skills. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Practice Notes. Good report writing skills. Be computer literate with good verbal and communication skills. Good interpersonal relations, honesty with good discipline track record. Full knowledge of Patient Right Charter and Six Key Ministerial Priorities. Understanding and application of Batho Pele Principles and other related prescripts governing Public Service. A proven Supervisory or Team Leader experience in Patient Administration. Must be prepared to work day and night including weekends (shift worker). A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 will be an added advantage.

DUTIES

:

Optimize the management of Patient Administration in terms of Treasury regulations and PFMA. Ensure effective and efficient management of Patient in Porterage, Messengers and Mortuary services. Develop, implement and monitor procedures aimed at reducing waiting times in Patient Admitting to discharge. Maintain effective and efficient utilization of Golf Carts, stretchers and wheel chairs. Co-ordinate and provide in-service training for staff and implementation of performance agreement. Implement discipline and

grievance procedures in accordance with laid down procedures. Accept overall responsibility for keeping confidential information within the department. Ensure and maintain good stakeholder's relations and effective communication with the Assistant Director. Putting mechanisms in place to improve the quality of patient Care. Ensure that quarterly reports deadlines are met. Participate in service delivery improvement programmes such as revenue. Enrichment, development and implement risk management tools in the Patient Admission. To manage and administer the Mortuary facility with a view to provide effective public service. Compliance to the National Core Standards and Labour Relations.

**ENQUIRIES
APPLICATIONS**

: Mr AB Nhlapo Tel No: (012) 529 3220
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

CLOSING DATE

: 07 July 2023

POST 21/524

: **LABOUR RELATIONS OFFICER REF NO: REFS/017430**
 Directorate: Forensic Medical Services
 This is a re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 – R343 815 per annum (Level 07), (plus benefits)
 : Head Office
 : A senior certificate / grade 12 or equivalent qualification with ten (10) years relevant experience in Labour Relations or a recognized National Diploma (NQF 6) / Degree (NQF 7) Human Resource Management or Labour Relations registered with SAQA with three to five (3 to 5) years' relevant experience (Labour Relations). Knowledge of disciplinary codes and procedures for Public Services, dispute resolution processes and grievance resolution, understanding of Basic Condition of employment Act, Labour Relation Act, Public Service Act 1994, Public Regulations Act 2016 and Employment Equity Act 1997. Computer skills (proof required). Knowledge of PERSAL system (introduction to PERSAL). Communication skills and report writing skills. Valid driver's license.

DUTIES

: Investigate misconduct cases and grievances. Represent the Employer in disciplinary hearing and dispute resolution process. Ensure the correct implementation of collective agreements and policies governing Labour Relations Management. Provide LR capacity building (skills and development)

for managers and officials. Promote harmony/peace between management and organized Labour, render secretarial support in bilateral and multilateral meetings when the need arise. Update Labour relations database / spreadsheet and compile the Monthly, Quarterly and Annual reports.

**ENQUIRIES
APPLICATIONS**

: Ms. M.J Mqhayi at Tel No: (072) 480 4183
: must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128, Johannesburg, 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE

: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new Z83 form with a comprehensive CV containing contactable references. In compliance to DPSA Circular 19 of 2022 certifying documents / qualifications will only be requested from only shortlisted candidates before interview process (Applicants are not required to submit copies of qualifications and other relevant documents when applying). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE

: 07 July 2023

POST 21/525

: **CLINICAL ENGINEERINGTECHNICIAN GRADE A/B REF NO: SDHS
2023/06/03**

SALARY

: Grade A: R293 652 per annum (plus benefits)
Grade B: R334 179 per annum (plus benefits)

**CENTRE
REQUIREMENTS**

: Sedibeng District Health Services
: National Diploma Electrical Engineering /National N Diploma or equivalent qualification (Clinical Engineering). Registration with Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician. 1- or 2-years appropriate experience in Clinical engineering environment. Must have a valid driver's license. Must be available to perform standby and after-hours duties.

DUTIES

: Perform in house repairs and maintenance of medical equipment. Training of end-user. Provide maintenance reports. Attend meeting related to medical equipment. Monitor maintenance plan. Supervision of all on-site repairs, maintenance, procedures, and safety checks. Advise on all aspects relating to the medical technology lifecycle. Monitor service level agreements with external service providers. Display knowledge and skills in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, multimeter, ECG Simulator and other resources within clinical engineering.

**ENQUIRIES
APPLICATIONS**

: Ms D. Pepenene. Deputy Director Nursing Tel No: (016) 950 6002
: must be hand delivered to Human Resources, Sedibeng District Health Services, 2nd Floor Johan Heyns CHC, Cnr. Pasteur Blvd & Frikie Meyer, Vanderbijlpark. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 07 July 2023

POST 21/526

: **OCCUPATIONAL THERAPIST TECHNICIAN REF NO:
CCRC/OTT/01/06/2023**
Directorate: Therapeutic Services

<u>SALARY</u>	:	R243 627 per annum, (including benefits)
<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent. Occupational Therapy Technician Certificate / or equivalent qualification as an Occupational Therapy Technician. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge, Skills, Training and Competence Required. Knowledge of physical and psychiatric conditions, including Paediatrics. and therapeutic interventions thereof. Adequate knowledge and competent use of therapeutic media, equipment, crafts, and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communication and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programmes under supervision of the Occupational Therapist. Good interpersonal skills to work within a multi-disciplinary team. Ability to organize self, duties allocated for efficient time management. Working within a frame work of the rehabilitation team's standard operating policies, procedures and treatment guidelines so as to be accountable to the patient, the supervisor, the team, and the community.
<u>DUTIES</u>	:	Provide an Occupational Therapy support services as defined within the scope. Undertake individual and group treatment of Paediatrics and adults presenting with physical, psychiatric, developmental conditions. To follow prepared treatment protocols and make adaptations as needed. Receive and implement treatment plans received from the Occupational Therapist. Preparation of patient and the rehabilitation / work area for treatment. To manufacture, issue assistive devices, undertake care- giver training and management of the patient. To undertake administrative duties e.g. accurate record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care-givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in-service programmes, resource development and departmental meetings. Participate in quality assurance and risk management activities.
<u>ENQUIRIES</u>	:	Mr. Sello Mabe Tel No: (012) 7347000
<u>APPLICATIONS</u>	:	should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>NOTE</u>	:	Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
<u>CLOSING DATE</u>	:	07 July 2023 at 12 noon
<u>POST 21/527</u>	:	<u>STAFF NURSE REF NO: SDHS 2023/06/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R220 347 – R337 860 per annum, (plus benefits)
<u>CENTRE</u>	:	OTL
<u>REQUIREMENTS</u>	:	Register with SANC as a Staff nurse.
<u>DUTIES</u>	:	Manage and supervise a team of Community Health Care workers assigned to a health facility and providing community-based services at ward level. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly Inservice for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team.

ENQUIRIES APPLICATIONS : Ms. Ivy Khanya Tel No: (016)950 6146
 : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.

NOTE : Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

CLOSING DATE : 07 July 2023

POST 21/528 : **ADMINISTRATION CLERK REF NO: STDH/20230001 (X1 POST)**
 Directorate: Nursing services

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum, plus benefits
 : Sizwe Tropical Disease Hospital
 : Grade 12 (Standard 10) or equivalent. Computer literacy certificate, Qualification in Office Administration / Public Management or Administration will be an added advantage., At least 1 -2 years' experience in administration field. Excellent telephone etiquette and interpersonal skills. Knowledge on meeting minutes taking and document management skills. Basic knowledge of financial and costing management or administration, report writing skills, stock control and management. Knowledge of policies, procedures and Acts of public service administration. Computer literacy (MS Word, Power Point, Excel, Internet & Email). Must be able to work with the public and other stakeholders, internally and externally. High level of reliability, confidentiality and professionalism. Must be willing to rotate and able to work under pressure. Must be able to perform record management and document electronic filing.

DUTIES : Administration procedures related to Nursing administration. Registration and release of documents from the office. Ensure effective and correct flow of information and documents. Perform all relevant administration duties allocated by the manager. Provide administrative support in the clinical and nursing department. Compile, type and distribute correspondence, reports and documents. Ensure filing and safe keeping of all documents. Attend meetings and take minutes as approved by the manager. Receive and consolidate reports from various clinical and Nursing departments. Screen and transfer telephone calls and handle enquiries from internal and external clients.

ENQUIRIES APPLICATIONS : Ms LM Mokoena Tel No: (011) 531 – 4365
 : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE : The application must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 07 July 2023

- POST 21/529** : **CLIENT INFORMATION CLERK REF NO: KPTH/06/03 (X2 POSTS)**
 Directorate: Information Management Department
- SALARY** : R202 233 per annum (Level 05), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with at least one (1) to two years' switchboard or Call Centre Experience. Switch board or Call Centre Certificate. Office Management Certificate will be an added advantage. Skills and Competencies: Computer Literacy certificate (Ms. Word, Excel, PowerPoint and access). Skills: Telephone Etiquette, Good Interpersonal Relation Report writing, Good Communication skills, Ability to handle confidential information, Knowledge of Batho Pele principles. Willing to work shifts, weekends and Public holidays.
- DUTIES** : Handling of incoming and outgoing calls. Transferring calls to appropriate extensions or persons. Handle switchboard apparatus appropriately by using equipment according to specifications and monitor outgoing calls. Update and distribute internal telephone directory. Assist with costing of private telephones. Taking messages and answer general queries. Reporting faulty line to supervisor. Work shifts, weekends and public holidays according to duty roster. Adherence to Batho Pele principles.
- ENQUIRIES** : Mr. T. Raditshemega Tel No: (012) 318 7069
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 07 July 2023
- POST 21/530** : **SECURITY OFFICER REF NO: KPTH/06/04 (X2 POSTS)**
 Directorate: Security Management
- SALARY** : R147 036 per annum (Level 03), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 with 3-5 years' experience or Grade 12 with 1-2 years' security experience. (original certified report / transcript of not more than 6 months). Grade C PSIRA certificate. Twelve (12) months proven experience in a hospital environment will be an added advantage. A valid driver's licence will be an added advantage. Ability to work under pressure, independently and with a team. Willingness to rotate, work shifts (including weekends and public holidays) and extended hours. Knowledge of the Firearm Control Act, Control of Access to public Premises and Vehicles Act, PSIRA Act and Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Should not have a criminal record. Knowledge and application of the Batho-Pele principles.
- DUTIES** : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching of missing or absconded patients. Fire prevention, reporting of defects safe guarding and se curing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons, objects and report incidents to the Chief Security Officer. Access control and searching of both vehicles and pedestrians. Operate and maintain security equipment. Escort patients, visitors

and contractors. Assist with queue management. Assist with the restraining of patients. Clamping of incorrectly parked vehicles. Implementation of security policies and procedures. Perform other duties as allocated by the Chief Security Officer.

**ENQUIRIES
APPLICATIONS**

: Mr. L.L Phahlamohlaka Tel No: (012) 318 6459
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 07 July 2023

POST 21/531

: **LAUNDRY WORKER REF NO: KPTH/06/04 (X2 POSTS)**
Directorate: Logistic Management

**SALARY
CENTRE
REQUIREMENTS**

: R125 373 per annum (Level 02), (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Minimum qualifications: Grade 10 / ABET level 4 certificate and above. The ability to count (Basic arithmetic). Minimum of twelve (12) months and more proven experience in a formal clinical or hospital environment. Adhere to Occupational Health and Safety, Infection prevention and control, sound knowledge of Batho Pele Principles. Sound knowledge of linen /laundry equipment / Machinery and laundry detergents. Willing to work shifts, weekend public holiday and at night. Be able to work in a team and under pressure. Skills: Communication skills, interpersonal relation skills, time management and strong customer services.

DUTIES

: Collection of soiled linen from the wards and out-patient 's department daily. Deliver clean linen to respective wards daily. Sorting, counting, washing, drying, folding and packing of linen on daily basis. Sluice soiled linen daily, packing, unpacking and counting of soiled and clean linen daily. Pack linen accordingly in the linen bank. Participate in the bi-annual and annual stock taking. Willingness to work more hours and to go extra mile when need arises. Adhere to guidelines and prescripts that guides laundry services. Take any other lawful instruction from the Supervisor. Cope with physical demands of the work individually or in a team.

**ENQUIRIES
APPLICATIONS**

: Ms T.A Mathonsi Tel No: (012) 318- 6937
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an

appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 07 July 2023
- POST 21/532** : **PERIOD MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/018196 (X2 POSTS)**
Directorate: Clinical Services
- SALARY** : Grade 1: R585.00, (hourly rate)
Grade 2: R667.00, (hourly rate)
Grade 3: R772.00, (hourly rate)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
Grade 12 Certificate. Appropriate qualification in Health Science (MBCbB degree or equivalent). Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Anaesthetist. Current practice with the HPCSA as a Medical Specialist (Anaesthesiology). Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist (Anaesthesiologist) with HPCSA. **Grade 1:** None experience after registration with HPCSA as a Medical Specialist (Anaesthesiology). **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Anaesthesiology). **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist (Anaesthesiology) after registration with HPCSA as a Medical Specialist.
- DUTIES** : Participate in the delivery of a 24-hour in-patient Anaesthesia service. Undertake teaching of Registrars, Medical Officer and undergraduate medical interns and students. Provide appropriate surgical care to Anaesthesia patients. Overseeing and supervising Anaesthesia staff in the execution of duties. Accept responsibilities for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
- ENQUIRIES APPLICATIONS** : Prof H Kluyts: Tel No: 012 521 4089
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied should re-apply.

CLOSING DATE : 07 July 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 14 July 2023
NOTE :

Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 21/533 : **DIRECTOR: PROJECT SUPPORT OFFICE REF NO: REFS/017690**

SALARY : R1 162 200 per annum, (all-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus a Bachelor's Degree (NQF 7) in Social Science/Business Management/ Project and/or Construction Project Management. a minimum of 5 years' experience in middle management level in the built environment planning and project management. competencies and skills: knowledge and understanding of project management principles and concepts; Intergovernmental management relations; strategy planning and management; knowledge and information management. Knowledge of project management in the built environment, construction, planning, management and control; and management of multidisciplinary teams. Good organisation skills, results/quality management, time management skills, good verbal and written communication skills, analytical skills and problem-solving skills.

DUTIES : Provide strategic direction in the coordination and compilation of the departmental business plan, project readiness matrix and project procurement plans. Ensure alignment of the business plan to the National Housing Code, Provincial and national priorities. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for the branch. Coordinate, track, analyse and prepare project performance reports (monthly, quarterly and annually). Manage effective and efficient project governance. Support finance and supply chain to coordinate submissions of project procurement plans. Manage own performance and development of others.

ENQUIRIES : Ms A Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OTHER POSTS

POST 21/534 : **DEPUTY DIRECTOR: SUBSIDY PROGRAMME MANAGEMENT AND ADMINISTRATION REF NO: REFS/017577**

SALARY : R811 560 per annum, all-inclusive package

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Region
	:	Matric plus National Diploma/Degree NQF Level 6/7 in Accounting/ Auditing/Financial Management and Business Management plus a minimum of 5 years' experience at Assistant Director level in financial administration field. Knowledge of Human Settlements Legislation, Knowledge of Division of Revenue Act, Knowledge of the Public Finance Management Act, Housing, Subsidy System (HSS)/Knowledge of the BAS and SAP, National Housing Code, Budgeting skills, Financial Management Skill, Financial Reporting Skills, Analytical Skills. Possession of a valid drivers' license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.
<u>DUTIES</u>	:	Manage and control the "One- Point- of Entry" in terms of receipts of claims on the receipt system and ensure that all claims received are valid and accurate in respect of the various Human Settlement grants. Manage and ensure that all grant claims are processed in line with ECE and relevant SCOA items, allocations are aligned to the budget. Monitor and ensure that loading of the budget on the commitment register. Validate the correctness and accuracy of claims committed against allocated budget. Submit the claims for authorisation and payment in line approved financial delegation. Manage and ensure that all grant claims are processed in line with ECE and relevant SCOA items, allocations are aligned to the budget. Monitor the reconciliation processes and verify the update between the commitment register and the Electronic Bank Transfer reports. Manage and coordinate the preparation of key standard financial and non-financial reports as required by the PFMA, TR, DORA and any legislative requirement to promote accountability and credibility, accuracy and completeness of reporting information. Compile the monthly expenditure report. Advise the Regional Heads and Programme Managers on the expenditure and budget. Manage and Coordinate project information inputs and/or proposals for the gazetting process of tranche payments. Liaise with and receive the project and/or programme proposals from Regional/Programme Managers on tranche of funds to be transferred. Ensure analysis and verify if the proposals received are in line with allocated grants and that funds are to be utilised for the priorities as set out in the Medium-Term Strategic Framework (MTSF) for Human Settlements. Manage the development of the submission for gazetting process. Manage and Coordinate signing of Funding Agreements and determine projections of periodical payments to enable funds to be transferred to Municipalities and Entities. Management of the Sub-business unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms O. Seletela at 079 804 3939
	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/535</u>	:	<u>DEPUTY DIRECTOR: BRANCH COORDINATOR REF NO: REFS/017580</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, all-inclusive package
	:	Johannesburg Region
	:	Matric plus Degree /National Diploma in Public Administration/Management. A minimum of 5 years' experience at Assistant Director in Administration. Competencies and skills: Knowledge of Human Settlements Legislation. Knowledge of Division of Revenue Act. Knowledge of the Public Finance Management Act. Housing Subsidy System (HSS)/Knowledge of the BAS and SAP. National Housing Code. Budgeting skills. Financial Management Skills. Financial Reporting Skills. Analytical Skills. Writing skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Coordinate, consolidate and report on the planning for the branch. Coordinate and consolidate inputs for strategic plans and submit the strategic plan. Consolidate and consolidate inputs for annual plans and submit the annual plans. Analyse annual plan inputs and align against the strategic plans. Monitor progress and report (targets and variance) on performance against annual plans. Management of queries and correspondence within the office. Manage the collation of related information and submit accurate and relevant information. Deal with and coordinate queries/ questions referred to the office for comments. Ensure, oversee, and advise on the proper flow of information and documents to and from the office. Oversee the safekeeping of all documents. Establish, implement, and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide support to the office regarding meetings and engagements. Scrutinize

documents to determine actions/information/ documents required for meetings. Collect and compile information regarding issues that need to be discussed at meetings. Ensure development of agenda for meetings chaired by the DDG/Head of Provincial Operations and ensure circulation of accompanying documents. Record minutes/ decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare DDG/Head of Provincial Operations. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure. Advise and alert the DDG/Head of Provincial Operations regarding possible over- and under spending. Identify the need to move funds between items compile submissions for this purpose. Prepare and submit monthly, quarterly, and annual reconciliations of all transfers to Municipalities and Entities ensure validity, accuracy and completeness of transfers. Management of human resource. Implement policies and guidelines on HR management in the Department. Do PMDS for officials. Manage training and development of officials. Manage conflict resolution.

ENQUIRIES : Ms A Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/536 : **DEPUTY DIRECTOR: CUSTOMER RELATIONS REF NO: REFS/017576**

SALARY : R811 560 per annum, all-inclusive package
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus a National Diploma/Degree in Public Administration and management or equivalent qualification at NQF Level 7. The applicant should have at least minimum of 5 years' relevant experience as an Assistant Director in the housing delivery environment and customer relations management. The applicant should have in-depth knowledge of National Housing Code, Knowledge of Housing Subsidy System, knowledge of Project Management, Knowledge of National Housing Needs Register and Customer Relations. The following skills will serve as recommendations: Customer Management, Results/quality management, Problem solving, Negotiation, Decision Making, Communication, Presentation initiative and Conflict Management.

DUTIES : Manage the development, implementation and review of customer care support policies and procedures. Develop of customer registration and complaints policies, processes and procedures. Manage and monitor effective and efficient registration of housing needs applicants on the National Housing Needs Register. Manage and monitor the implementation of customer registration effectively and efficiently on the National Housing Needs Register. Advise beneficiaries on different programmes offered by the Department as outlined on the National Housing Code. Ensure and monitor the effective handling of queries, complaints and investigations. Manage and monitor the investigation process in accordance with the service standard processes and procedures. Ensure that all complaints are supported and accurately captured in the complaints management system. Establish queries and complaints management systems are in place for all complaints and "once- off" enquiries received. Ensure development and implementation of service standards to manage allocation and resolving of queries turnaround time. Manage the drafting of reports, submissions and letters related to the progress and findings of complaints. Monitor and manage the performance report of the call system and advise accordingly on areas requiring improvements. Management of the Sub-Directorate. Submission of monthly performance information on time. Delegation of certain functions to staff members on the quarterly basis. Supervise and coordinate training and development of staff.

ENQUIRIES : Ms O. Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/537 : **CONSTRUCTION PROJECT MANAGER - GRADE A – C REF NO: REFS/017538**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
CENTRE : Westrand Region - Merafong
REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence.

Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Westrand Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms A Mogaswa at 072 313 8052

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/538 : **CONSTRUCTION PROJECT MANAGER - GRADE A - C REF NO: REFS/017546 (X2 POSTS)**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region - Cluster 2

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms M Tshabalala at 063 691 4046

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/539 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017548**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region – Cluster 3

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction

Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms M Tshabalala at 063 691 4046

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/540 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017556**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Sedibeng Region – Cluster 1 (Midvaal)

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms O Seletela at Tel No: 079 804 3939

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/541 : **CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017557**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Sedibeng Region – Cluster 2 (Emfuleni)

REQUIREMENTS : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building

		Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.
<u>DUTIES</u>	:	Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.
<u>ENQUIRIES</u>	:	Ms O Seletela at 079 804 3939
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/542</u>	:	<u>CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017560</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
<u>CENTRE</u>	:	Johannesburg Region – Cluster 1
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.
<u>DUTIES</u>	:	Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.
<u>ENQUIRIES</u>	:	Ms M Tshabalala at 063 691 4046
<u>APPLICATIONS</u>	:	Please apply online at http://professionaljobcentre.gpg.gov.za
<u>POST 21/543</u>	:	<u>CONSTRUCTION PROJECT MANAGER - GRADE A-C REF NO: REFS/017562</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)
<u>CENTRE</u>	:	Tshwane Region – Cluster 3
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Possession of a valid driver's licence. Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical

procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies, research and development, Computer-aided engineering applications, technical report writing and technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring. Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management. Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Z File at 082 680 9744
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/544 : **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/017563**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus NQF level 6 National Diploma and/or NQF Level 7/BTech degree or bachelor's Public Management, Communications and Training or Public Relations discipline plus a minimum of 3-5 years' experience as a Senior/Customer Liaison Officer in Customer Education. Possession of a valid drivers' licence. Competencies: Customer care; Presentation skills; Organising and planning; Computer Literacy; Business Writing. Scheduling Skills; Events Management Skills; Team leadership; Problem solving and Coordination skill; Knowledge and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Planning and co-ordination of Beneficiary Education Workshops. Oversee planning and co-ordination of Beneficiary Educational Workshops and Environmental scan to establish community's problems and concerns. Host meetings with relevant regional officials and councillors to outline the roles and responsibilities of involved stakeholders, e.g. CBO's, NGOs; Councillors. Conduct Customer Education Workshop to relevant stakeholders. Educate beneficiaries on departmental programmes, policies and projects. Strengthen and improve the relationship between internal and external stakeholders. Educate stakeholders about the departmental programmes and policies before customers. Develop, implement and manage the utilisation of the Mobile Unit. Represent the Department in community mobilisation for awareness campaigns. Coordinate the promotion of interaction between the department and the communities of Gauteng. Resolve queries and complaints from communities and refer to internal and external stakeholder. Identify factors causing deficient condition in our delivery of services and recommend remedial action. Management of Staff.

ENQUIRIES : Ms M Tshabalala at 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/545 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/017564**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus a National Diploma/Degree in Engineering / Architecture / Town and Regional Planner /Construction Project Management/Project Management Public Administration/ Business Management. A minimum of 3 - 5 years' experience at Senior/Administrative in Infrastructure/Programme Project management field. Possession of a valid drivers' licence. Competencies and skills: Knowledge and understanding of the following Acts: Construction Industry Development Board Act of 2000 and Regulations; Council for Built

Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars; Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; National Building Standards Act of 1977 and Regulations. Project and Construction Management Act of 2000. Financial management; Compilation of management reports; Change management; Service delivery innovation. Planning and organising. Conflict management. Problem solving analysis. Decision making. Analytical skills. Good verbal and written communication skills.

DUTIES : Coordinate the development of Human Settlements Development Grant (HSDG) Business Plan. Provide inputs on the development HSDG roadmap and guidelines. Analyse the Project Readiness Matrix and Budget Allocation letter. Coordinate the development of Implementation for Human Settlements Development Grant Business Plan. Develop the project implementation procedures and processes. Facilitate the development of the project management system. Conduct benchmark and keep abreast of the best practices on the housing project implementation. Coordinate and facilitate workshops and training on implementation of the Housing project and programmes. Monitor the implementation of Human Settlements Development Grant Business Plan. Monitor project management integrated system. Develop the implementation plan of the approved HSDG Business Plan. Monitor and analyse projects performance. Analyse financial and non-financial reports. Identify bottlenecks on implementation and recommend on recovery plan. Supervision of the staff. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.

ENQUIRIES : Ms A Mogaswa at Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/546 : **ASSISTANT DIRECTOR: SUBSIDY PROGRAMME MANAGEMENT AND ADMINISTRATION REF NO: REFS/017568**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree NQF Level 6/7 in Accounting/Auditing/Financial Management and Business Management plus minimum 3-5 years' experience at senior/administrative in financial administration field. Knowledge of Human Settlements Legislation, Division of Revenue Act, Public Finance Management Act, Housing Subsidy System (HSS) Claim Management System (CMS) and Housing Code. Possession of a valid drivers' license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.

DUTIES : Provide inputs on the development of the Claim management procedures and processes. Monitor the implementation of the Claim Management procedures. Ensure the updating and maintenance of the claim management system. Investigate and follow up on all delayed claims. Ensure the verification processes of all submitted claims. Coordinate and conduct quality assurance of all attachments and documentation of submitted claims and ensure accuracy and validation in terms of the signed contracts. Monitor the processing and authorisation of claims for payment. Conduct investigation and resolve long outstanding in process and authorised claims on HSS. Conduct analysis and monitor the adjustment processes of claims in accordance with the prescribed regulations and procedures. Ensure adjustment notes are attached to the claims. Conduct analysis and monitor the rejection processes of claims that are not in compliance with legal, regulatory and internal standards and ensure that rejection notes are attached to the claim. Ensure compilation of report on the adjusted and rejected claims. Coordinate the preparation of the change management (OSCAR) requests and submit to the HSS section. Ensure the accurate implementation of the OSCARS requests. Ensure processing of the claims. Supervision of the staff.

ENQUIRIES : Ms O Seletela at Tel No: 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/547 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: REFS/017570**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg
: Matric plus NQF level 6 (National Diploma) in Labour relations. PERSAL Certificate. 3 – 5 years proven experience in the field of labour Relations. A valid driver's licence. Knowledge of Labour relations, human resource Management, Public Services legislative Framework and applicable Collective Agreements. Competencies-Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication skills, interpretation of legislation, computer literacy, project management, presentation, conflict management, collective bargaining and case management.

DUTIES : Co-ordination and facilitation of grievance resolutions and disciplinary processes within policy requirements and ensure capturing on PERSAL system. Conduct analysis on the nature of grievances and misconducts and or implement preventative measures. Assist in management of relationship with recognized trade unions and ensure cordial and constructive interaction. Provision of advice to management and employees or trade unions representatives on labour relations matters, policies and procedures. Monitor the implementation of collective agreements and resolutions. Facilitate labour relations management meetings. Participate and/or represent the Department in conciliation, mediation and arbitration processes. Provision of monthly Labour relations reports to the relevant units and/or institutions. Facilitation of training of employees and line managers related to labour relations matters.

ENQUIRIES APPLICATIONS : Ms M Tshabalala at Tel No: 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/548 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/017572**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg
: Matric plus Diploma / Advanced Certificate or National Diploma or Degree (added advantage) in Supply Chain / Logistics / Purchasing or LLB Degree or equivalent in a related field. Minimum of 3 years' experience in Public Sector Contract Management. People management and leadership skills. Attention to detail. Communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts, Treasury Regulations and Instruction Notes in relation to SCM. Computer Literacy. Possession of a valid driver's License.

DUTIES : Demonstrate experience in a contract management or equivalent role in a procurement environment. Good working knowledge of contract management processes and techniques. High level of interpersonal skills, including the ability to liaise effectively with a range of stakeholders providing expert contract management advice to enable achievement of desired outcomes. Ensure compliant contract administrative activities daily. Monitor contract performance and compliance with the contract stipulations, contract management plan, risk management plan and organisational policies and procedures. Effectively manage contract enquiries, issues, disputes, variations and risks. Ensure customer satisfaction is a high priority and stakeholders receive responsive and proactive services. Provide advice and support to stakeholders. Research and analyse contract related information including supplier contract reporting and provide reports regarding contract activity and performance. Draft and maintain a Comprehensive Contract Register as prescribed. Develop and monitor the implementation of contract management policy. Provide leadership, advise, and support to staff within the team. Manage audit processes and implement effective internal controls. Ensure the implementation of automated systems for contract management.

ENQUIRIES APPLICATIONS : Ms O Seletela at Tel No: 079 804 3939
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/549 : **ASSISTANT DIRECTOR: CUSTOMER RELATIONS REF NO: REFS/017573**

SALARY CENTRE : R424 104 per annum, plus benefits
: Johannesburg

- REQUIREMENTS** : Matric plus a National Diploma/Degree in Public Administration and Management or equivalent qualification at NQF Level 7. A minimum of 3-5 years' experience in the housing delivery environment and customer relations management. The applicant should have intensive knowledge of the National housing code; Knowledge HSS Portal; Knowledge of Housing subsidy system; Knowledge of the National Database; Knowledge of SAP CRM; Knowledge of National Housing subsidy Data base; Customer relation; Performance management; Knowledge of project management and Information Management. The candidate should portray the following competencies: Negotiation skills; Communication/Interpersonal skills; Conflict resolution; Relationship/Stakeholder Management; Time Management skills; Project management skills. Customer Management and Results/quality management.
- DUTIES** : Coordinate the effective handling of complaints and investigations. Conduct effective handling of complaints, from inception through to finalisation in accordance with the Department complaints handling procedures. Providing advice to relevant stakeholders with regard to the interpretation of Housing codes and/or other policies. Conduct investigations in accordance with the Service standard processes and procedures. (This will include providing guidance, advice and support with regards to investigation matters). Monitor and ensure that all complaints are accurately captured in the complaints management system. Ensure that proper records and systems are in place for all complaints and enquiries. Analyse and verify data and information on complaints and enquires. Compile statistical report on queries and complaints. Provide support services with regards to housing complaints. Consult with complainants, respondents, government departments and other stakeholders. Draft reports, submissions and letters related to the progress and findings of the investigations. Establish and maintain key stakeholder relationship. Work with other Directorates in the Department in order to enhance collaboration in promoting the work of the Department. Represent the Complaints management Unit in public Liaison meetings. Submission of monthly performance information on time. Delegation of certain functions to staff members on the quarterly basis. Supervise and coordinate training and development of staff.
- ENQUIRIES** : Ms M Tshabalala at Tel No: 063 691 4046
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 21/550** : **ASSISTANT DIRECTOR: CUSTOMER REGISTRATION REF NO: REFS/017575**
- SALARY** : R424 104 per annum, plus benefits
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma or Degree in Public Administration/Management and/or Equivalent qualification at NQF level 7. A minimum of 3 - 5 years' relevant experience in Housing Delivery Environment/Beneficiary/Customer relations Management, A South African Valid Driver's License. The candidate should have in-depth knowledge of the National housing code; Knowledge HSS Portal; Knowledge of Housing subsidy system. Knowledge of National Housing Needs Register; Knowledge of the National Database; Knowledge of SAP CRM; Knowledge of National Housing subsidy Data base Knowledge of Labour Relations Act and Knowledge of project management. The candidate should portray the following competencies: Negotiation skills; Communication/Interpersonal skills; Conflict resolution; Relationship/Stakeholder Management; Time Management skills; Project management skills. Customer Management and Results/quality management.
- DUTIES** : Manage and monitor the implementation of customer registration effectively and efficiently on the National Housing Needs Register. To ensure and monitor that potential beneficiaries are registered and updated on NHNR. To liaise with National Human Settlement, Internal IT for training, installation and implementation of the NHNR in the Region and Municipalities. Provide support to beneficiary administration process. Ensures partnerships with internal and external stakeholder in handling housing related matters. Manage the date of registration change request process. Ensure that change requests are recorded and submitted to National Department of Human Settlements. Advise beneficiaries on different programmes offered by the Department as outlined on the National Housing Code. Give advice on policy directives to housing programmes. Educate walk-in beneficiaries about the programmes that are offered by the Department. Management of the sub-business unit.

Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions.

ENQUIRIES : Ms M Tshabalala at Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 072 668 0029/076 521 4118.

CLOSING DATE : 14 July 2023

NOTE : In line with the Department's employments Equity Plan, People with disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 21/551 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/017328**
Directorate: Property Development

SALARY : R811 560 per annum (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : NQF Level 6 or 7 or equivalent qualification in Real Estate/Property Management/Facilities Management or Built Environment as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must at junior managerial level. Must have a valid driver's license. Competencies: Knowledge and understanding of real estate environment. Knowledge and understanding of construction contracts used by government. Knowledge of departmental strategy. Knowledge of departmental procurement policy and procedures. Knowledge of building, electrical and mechanical environment. Management of properties, development, leasing and property research. Skills-Administrative and coordination skills. Client Orientation. Interpersonal. Communication. Analytical. Computer Literacy. Problem solving and analysis. Report writing. Team leadership. Decision making. Innovation. Planning and organising. Attributes: Strong ethics. Quality oriented. Transformation.

DUTIES : Manage the provision of the real estate management services that include precinct / property development, inspections and develop alternative use initiatives of GPG owned properties. Manage the implementation of the GPG owned property portfolio and strategic framework. Manage administration of guarantees in accordance with the contract. Manage administration of contract

files during the project's life cycle. Ensure that all relevant documents are submitted and filed for safe keeping when the contract file is closed. Ensure all submitted documents are in line with the contract. Manage signing of contracts upon award of properties. Manage audit project progress to determine any diversions from the original contract period and take corrective action to ensure necessary approvals are granted. Manage administration of public-private partnership contracts. Ensure compliance from both employer and service provider. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Description. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

- ENQUIRIES** : Ms. Ntombekaya Xiva at Tel No: 076 521 4118/072 668 0029
- POST 21/552** : **DEPUTY DIRECTOR: INSPECTIONS REF NO: REFS/017225**
Chief Directorate: Maintenance
- SALARY** : R811 560 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** :
Tulisa Park District Maintenance Hub
NQF Level 6 or 7 in Built Environment or related qualification as recognised by SAQA. A minimum of 5 years' relevant experience, of which 3 years should be at junior managerial level. Registration with professional body will be an added advantage. A valid driver's license. Competencies: Knowledge - Excellent spoken and written communication skills. Technical knowledge relevant to the industry. Knowledge of relevant legislation and quality control standards. Knowledge of relevant legislation and quality control standards. Skills – Interpersonal. Relationship and Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation Attributes – Team player. People centred. Professionalism. Collective responsibility. Transformation. Quality-driven. Attention to detail. Honesty & integrity. Strong ethics
- DUTIES** : Prepare annual operational plan. Prepare annual procurement plan. Manage the updating of the maintenance management system in terms of approved plans. Manage the customisation of specifications. Prepare project implementation plan and operational report. Manage the procurement process of all goods and services, technical spares, and supplies, including specification and participation in evaluation and bid adjudication. Control and monitor funds. Ensure compliance with PFMA and Treasury regulations. Manage procurement through prescribed system. Manage the provision of resources. Manage the provisioning of technical inputs for all client facilities to draw up specifications and monitor compliance by service providers regarding health and safety matters. Manage implement regular compliance inspections and audits to all client facilities. Approve recommendations on mitigation measures to prevent recurrence of accidents. Keep updated with new technologies and procedures. Monitor that, awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Assess and recommend the scope change, schedule, and cost in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations. Assess and recommend termination. Obtain the inputs of the Director Contract management specialist and the Legal Services on all aspects of contract management. Report all non- performance issues to Director. Ensure the implementation of the project plan from the client. Meets with all clients and suppliers. Agree on service delivery standards and turnaround times. Keep

Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Sign performance agreements for the Maintenance Hubs based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

- ENQUIRIES** : Mr. Moses Radithalo at Tel No: 072 668 00029/076 521 4118
- POST 21/553** : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017249 (X4 POSTS)**
Chief Directorate: Health Infrastructure, Maintenance and Technical Support
- SALARY** : R795 147 - R1 197 978 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centered. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.
- DUTIES** : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/554 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017252**

Directorate: Infrastructure Delivery Eastern/ Central Cluster

SALARY : R795 147 - R1 197 978 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills-Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms. Refiloe Malete at Tel No: 076 521 4118/072 668 0029

POST 21/555 : **ARCHITECT PRODUCTION GRADE A-C REF NO: REFS/017250**
Chief Directorate: Health Infrastructure and Technical Portfolio Services

SALARY : R687 879 - R1 035 084 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Johannesburg (Head Office)
: A Degree in Architecture or equivalent qualification. A minimum of 3 years' post qualification in Architectural experience. Compulsory Registration as Professional Architect with the SACAP. Must have a valid driver's license. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. Spatial Planning

and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. SKILLS- Programme and project management, Architect legal and operational compliance, Architect operational communication. Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Research and development, Computer-aided engineering applications

DUTIES : Coordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development Keep up with new technologies and procedures. Research on architecture to improve expertise Liaise with relevant bodies/councils on architectural-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/556 : **QUANTITY SURVEYOUR PRODUCTION GRADE A-C REF NO: REFS/017255 (X4 POSTS)**
Chief Directorate: Health Infrastructure, Maintenance and Technical Support

SALARY : R687 879 - R1 035 084 per annum, (all-inclusive package), The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.

DUTIES : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related

matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

- ENQUIRIES** : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029
- POST 21/557** : **QUANTITY SURVEYOUR PRODUCTION GRADE A- REF NO: REFS/017256**
Chief Directorate: Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services
- SALARY** : R687 879 - R1 035 084 per annum, (all-inclusive package), The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
- DUTIES** : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
- ENQUIRIES** : Mr. Tshepo Marokane at Tel No: 076 521 4118/072 668 0029
- POST 21/558** : **CHIEF ARTISAN GRADE A: MECHANICAL REF NO: REFS/017475**
Sub- Directorate: Boilers
- SALARY** : R434 787 per annum, (plus benefits)
- CENTRE** : Tshwane
- REQUIREMENTS** : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal

Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Mr. Freddie Stone at Tel No: 076 521 4118/072 668 0029

POST 21/559 : **ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: REFS/017443**
Directorate: Logistical Office Support Services

SALARY : R424 104 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An NQF Level 6 / 7 in Facilities Management/Public Administration as recognised by SAQA. A minimum of 3-5 years' experience in logistical office support services of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge GPG and DID policies and procedures. Legislation and Public Service Regulations. Contract Management. Knowledge of SLAs. Skills- Good Communication and Report writing. Analytical and Research. Attributes: Job knowledge. Innovative. Team player Adaptable.

DUTIES : Render assistance in the development of a master plan to manage the logistics of all GDID buildings. Assist in the development of full review report for gap analysis and intervention strategies. Facilitate the setting of minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Supervise administration and coordination of proper Records. Supervise registry according to the National Archives Act. Assist in the development of a transport services blueprint. Supervise parking allocations and set requirements for occupancy ratios. Supervise the daily rendering of Messenger and Courier services. Supervise rendering of departmental Diaries services. Supervise mass reproduction functions. Supervise the co-ordination of Tele-directory communications. Supervise front line Reception desk services to depart internal and external clients Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop a succession plan. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. .Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Tebogo Mashifane at Tel No: 072 668 0029/076 521 4118

POST 21/560 : **ARCHITECTURAL TECHNOLOGIST GRADE A-C REF NO: REFS/017251 (X2 POSTS)**
Chief Directorate: Other Provincial Departments Infrastructure Delivery

SALARY : R410 388 – R622 134 per annum, (plus benefits). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head Office
REQUIREMENTS : B Tech in Architecture or relevant qualification. A minimum of 3 years architectural technologist experience post qualification. A valid driver's license. Compulsory registered as a Professional Architectural Technologist with SACAP. Competencies: Knowledge: PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills- Project management. Architectural planning. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative. Responsive. Decision making. Team leadership.

DUTIES : Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying architectural principles. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Keep up with new technologies and procedures. Research on architecture to improve expertise. Liaise with relevant bodies/councils on architectural-related matters.
ENQUIRIES : Mr. Tshepo Marokane at Tel No: 076 521 4118/072 668 0029

POST 21/561 : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: REFS/17441**
Directorate: Internal Control

SALARY : R359 517 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An NQF Level 6/7 in Auditing/Accounting/Financial Management as recognised by SAQA. A minimum of 2 -3 years' experience in internal control. A valid driver's license. Competencies: Knowledge: Public Finance Management Act National and Provincial Treasury regulations. Internal control tools and techniques. Public service anti-corruption strategy and anti-corruption and fraud prevention measures. Principles and practice of financial accounting. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.

DUTIES : Coordinate the documentation of business processes to facilitate the compilation of Annual Financial Statements. Coordinate the reviewing of Interim Financial statements and Annual financial statements. Evaluate the impact of prior and current year misstatements before and during external audit review by AGSA. Coordinate the reviewing of departmental policies and procedures to ensure alignment with emerging changes in accounting standards, practice notes, circulars and regulations. Coordinate the reviewing and maintenance of the Directorate Risk Register. Establish and maintain departmental Loss Control and Claims register. Coordinate investigation and compiling of management report of incidents of loss and theft as requested by Risk Management and Finance. Obtain details and statements in connection with reported loss cases and capturing such in the loss register. Make appropriate recommendations to mitigate the reoccurrence of deficiencies

within existing internal controls. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop a succession plan. Develop and update the service delivery and work plans. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUERIES

: Mr. Mzikayise Sithebe at Tel No: 072 668 0029/076 521 4118

POST 21/562

: **SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: REFS/017454**
Chief Directorate: Financial Management

SALARY
CENTRE
REQUIREMENTS

: R359 517 per annum, plus benefits
: Head Office (Johannesburg)
: An NQF Level 6 or 7 or equivalent qualification in Financial Management/Accounting or related qualification as recognised by SAQA. A minimum 2-3 years' experience in payments. A valid driver's license. Competencies: Knowledge: PFMA/ Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Knowledge of the Departmental strategy. Knowledge of procurement policy and procedures. Knowledge of BAS and PERSAL. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.

DUTIES

: Supervise and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Supervise the receipt and collection of monies to ensure that it is in accordance with appropriate tariffs and properly recorded. Supervise that the banking of monies are done in accordance with prescribed processes. Ensure that bank reconciliations are performed and are correct. Supervise the correct validity and allocation of payments received via electronic transfers. Supervise the safeguarding of source documents and face value norms. Supervise the identification and accurate recording of debts owed to the department. Liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Supervise the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officer's approval for debt payback conditions and time span on the cases handled. Supervise the accurate allocation of monies received. Undertake the development of corrective measures when required. Compile disclosure notes on financial statements. Supervise and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Check and verify the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify relevant financial information required in the evaluation and development of business and project plans. Consolidate supporting information for various financial planning processes. Supervise the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Verify information for payroll certification. Supervise verifications of source documents. Supervise quality assurance and verification of transactions on BAS. Supervise creditor reconciliation (ensure that service providers are timeously and correctly paid). Ensure that relevant institutions are eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system.

ENQUIRIES

: Mr. Vhangani Masia at Tel No: 072 668 0029/076 521 4118

POST 21/563

: **CHIEF WORKS INSPECTOR: MECHANICAL (HVAC/BOILER) REF NO: REFS/017436 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY

: R359 517 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Maintenance Hub
	:	National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Mechanical/ Registration as Engineering Technician. A minimum of 3 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.
<u>DUTIES</u>	:	Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Mr. Vincent Chakane at Tel No: 072 143 9518
<u>POST 21/564</u>	:	<u>CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/017474</u> Directorate: Tulusa Park District Maintenance Hub
<u>SALARY</u>	:	R359 517 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Building/ Registration as Engineering Technician. A minimum of 3-5 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.
<u>DUTIES</u>	:	Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advise and guide contractors in respect of the compliance to legislation

and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Mr. Moses Radithalo at Tel No: 072 668 0029/076 521 4118

POST 21/565 : **CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/017465**
Directorate: Infrastructure Delivery Eastern/ Central Cluster

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 & Trade test in Building/ Registration as Engineering Technician. A minimum of 3-5 years' appropriate experience. Must have a valid driver's license. Competencies: Knowledge of Knowledge of the Public Service Regulatory Framework. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Project Management, Planning and Organising, People Management, Conflict Resolution, Computer literacy. Communication Analytical. Presentation. Report writing. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Inspect maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain and electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Identify skills development needs and provide training opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by inspectors and report all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Nombuso Nzuza at Tel No: 072 668 0029/076 521 411

POST 21/566 : **ENGINEERING TECHNICIAN GRADE A-C: MECHANICAL REF NO: REFS/017257**
Chief Directorate: Professional Services

SALARY : R353 013 – R531 117 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma or relevant qualification in Mechanical Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029

POST 21/567 : **ENGINEERING TECHNICIAN GRADE A-C: CIVIL/STRUCTURAL REF NO: REFS/017258**
Chief Directorate: Professional Services

SALARY : R353 013 – R531 117 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma or relevant qualification in Mechanical Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.

		Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa at Tel No: 076 521 4118/072 668 0029
<u>POST 21/568</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: REFS/017455</u> Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum, plus benefits Head Office (Johannesburg) An NQF Level 6 or 7 or equivalent qualification in Financial Management/Accounting or related qualification as recognised by SAQA. A minimum `1-2 years` experience in management accounting. A valid driver's license. Competencies: Knowledge: PFMA/ Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Knowledge of the Departmental strategy. Knowledge of procurement policy and procedures. Knowledge of BAS and PERSAL. Skills- Good Communication and Report writing. Computer Literacy. Analytical and presentation. Attributes: Must be Credible, Professional, Confidential and quality-driven.
<u>DUTIES</u>	:	Advise on budget-related matters. Ensure budget data integrity on BAS. Ensure that MTEF planning is in place. Compile reports for auditors. Control debts accounts and procedures. Follow up on the recoverability of debts accounts. Follow up on the writing off of debt accounts. Enquire on the balances of dormant debtors. Request reports on BAS system. Enquire on payment status on BAS system. Utilise BAS reports for any financial reporting. Distribute payment stubs on a daily basis. Draw reports of thefts and losses and Disallowance damages and losses on a monthly basis for monitoring purposes. Assist with compilation of statistics regarding losses. Render general conditions of services support, perform and administrative tasks
<u>ENQUIRIES</u>	:	Mr. Vhangani Masia at Tel No: 072 668 0029/076 521 4118
<u>POST 21/569</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE DDG- HEALTH INFRASTRUCTURE MAINTENANCE AND TECHNICAL PORTFOLIO SUPPORT REF NO: REFS/017457</u> Branch: Health Infrastructure Maintenance and Technical Portfolio Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum, plus benefits Head Office (Johannesburg) A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.
<u>DUTIES</u>	:	Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize

documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES

: Mr. Realeboga Mahapa at Tel No: 072 668 0029/076 521 4118

POST 21/570

: **PERSONAL ASSISTANT (OFFICE OF THE CHIEF DIRECTOR- HEALTH INFRASTRUCTURE MAINTENANCE AND TECHNICAL PORTFOLIO SERVICES) REF NO: REFS/017458**

Chief Directorate: Health Infrastructure Maintenance and Technical Portfolio Support

SALARY CENTRE REQUIREMENTS

: R294 321 per annum, plus benefits
 : Head Office (Johannesburg)
 : A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.

DUTIES

: Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective

		support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa at Tel No: 072 668 0029/076 521 4118
<u>POST 21/571</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF FINANCIAL OFFICER)</u> <u>REF NO: REFS/017445</u>
<u>SALARY</u>	:	R294 321 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Secretarial Diploma at NQF Level 5 or equivalent qualification as recognised by SAQA. An NQF level 6 or 7 will be an added advantage. A minimum of 3-5 years relevant experience in rendering a support service to Senior Management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures. Basic knowledge on financial administration. Skills - Communication, Planning and organizing, Computer Literacy. Attributes- Quality-oriented, Team worker, Responsible and Reliable.
<u>DUTIES</u>	:	Perform advanced typing work. Operate and ensure that office equipment, e.g. photocopiers are in good working order. Record the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary and refreshments. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes /decisions and communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the manager of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Ms. Norah Lion at 0Tel No: 72 668 0029/076 521 4118
<u>POST 21/572</u>	:	<u>CONSTRUCTION HEALTH AND SAFETY OFFICER REF NO: REFS/017463</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R294 321 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	A National Diploma / Degree NQF Level 6 or NQF Level 7 qualification in Safety Management or relevant qualification. A minimum of 1 year experience in construction health and safety environment. Must have a valid driver's license. Competencies: Public Service Act and Regulations and relevant legislation. Occupational Health and Safety (OHS) Act, regulations and environmental legislation. Understanding of health and safety management systems. Understanding of hazard identification and risk management on projects.

		Skills- Computer literacy, problem solving and analysis, planning and organizing, report writing.
<u>DUTIES</u>	:	Prepare health and safety specifications for construction sites. Complete site establishment health and safety check lists. Assist with preparation of a construction health and safety plan. Facilitate health and safety regular site, technical and progress meetings. Compile project specific emergency response and preparedness plans. Represent the District at departmental OHS Committee meetings. Assist in appointment of safety representatives for District. Ensure that sufficient demarcations and warning signs are provided where appropriate. Develop technical reports and presentations in relation to health and safety issues. Conduct emergency preparation site drills. Conduct health and safety evaluations of contractors. Ensure that work activities on site are subjected to hazard identification and risk assessment processes. Inspect and maintain records of health and safety reports. Evaluate levels of compliance of both contractors and subcontracts to the project specific health and safety plans and client specifications through inspections and audits. Conduct health and safety induction at district offices. Identify training for staff and contractors on OHS. Facilitate health and safety awareness sessions for staff and contractors at districts.
<u>ENQUIRIES</u>	:	Mr. Gavin Motswadi at Tel No: 072 668 0029/076 521 4118
<u>POST 21/573</u>	:	<u>WORKS INSPECTOR: MECHANICAL REF NO: REFS/017437</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R241 485 per annum, plus benefits
<u>CENTRE</u>	:	Tshwane District Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure.
<u>DUTIES</u>	:	Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<u>ENQUIRIES</u>	:	Mr. Vincent Chakane at Tel No: 072 143 9518
<u>POST 21/574</u>	:	<u>WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017440 (X2 POSTS)</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R241 485 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane District Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. GPG and GDID policies and procedures. Relevant legislation

and Public Service Regulations. Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Financial. Attributes- Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure.

DUTIES : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.

ENQUIRIES : Mr. Vincent Chakane at Tel No: 072 143 9518

POST 21/575 : **WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017467**
Chief Directorate: Maintenance

SALARY CENTRE REQUIREMENTS : R241 485 per annum (plus benefits)
: Chris Hani Baragwanth Facility Maintenance Hub
: National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.

DUTIES : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations.e Liaise with relevant stakeholders in respect of technical aspects.

ENQUIRIES : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118

POST 21/576 : **WORKS INSPECTOR: BUILDING REF NO: REFS/017470**
Chief Directorate: Maintenance

SALARY CENTRE REQUIREMENTS : R241 485 per annum (plus benefits)
: Chris Hani Baragwanth Facility Maintenance Hub
: National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Building environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer

- literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/577** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017473**
Chief Directorate: Maintenance
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/578** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017462**
Chief Directorate: Maintenance
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Steve Biko Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent / N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing.

- Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Gavin Motswadi at Tel No: 072 668 0029/076 521 4118
- POST 21/579** : **WORKS INSPECTOR: ELECTRICAL REF NO: REFS/017472**
Directorate: Infrastructure Delivery Northern Cluster
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Electrical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Janil Bowan at Tel No: 072 668 0029/076 521 4118
- POST 21/580** : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/017477**
Directorate: Infrastructure Delivery Southern Cluster
- SALARY** : R241 485 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Mechanical environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing.

- Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Tshepo Marokane at Tel No: 072 668 0029/076 521 4118
- POST 21/581** : **WORKS INSPECTOR: BUILDING REF NO: REFS/017461**
Directorate: Infrastructure Delivery Eastern/Central Cluster
- SALARY** : R241 485 per annum (plus benefits)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : National Diploma (T/N/S streams) or equivalent /N3 & Trade Test in Building environment/ Registration as Engineering Technician. No experience required. A valid Driver's License. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills- Presentation skills. Report writing. Analytical. Computer literacy. Communication skills. Attributes- Able to work independently. Professional. Confidential. Quality-driven.
- DUTIES** : Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
- ENQUIRIES** : Mr. Nombuso Nzuza at Tel No: 072 668 0029/076 521 4118
- POST 21/582** : **ARTISAN PRODUCTION GRADE A-C: FITTER REF NO: REFS/017478**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Charlotte Maxeke Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity.

- Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Peter Mokhabela at Tel No: 072 668 0029/076 521 4118
- POST 21/583** : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/017459**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Facility Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Kabelo Modipana at Tel No: 072 668 0029/076 521 4118
- POST 21/584** : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/017464**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Kalafong Facility Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the

- operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Mr. Vincent Chakane Tel: 072 668 0029/076 521 4118
- POST 21/585** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL (FITTER) REF NO: REFS/017471**
Chief Directorate: Maintenance
- SALARY** : R220 533 – R368 070 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Mamelodi Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Vincent Chakane at 072 668 0029/076 521 4118
- POST 21/586** : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT SYSTEMS AND PLANS REF NO: REFS/017273**
Directorate: Asset Management Systems and Plans
- SALARY** : R202 233 per annum, plus benefits
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Grade 12 Certificate or equivalent. No experience required. Administration exposure in asset management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.
- DUTIES** : 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. 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. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of 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. Arrange travelling and accommodation.
- ENQUIRIES** : Ms. Constance Mantsho at Tel No: 072 668 0029/076 521 4118

POST 21/587 : **ADMINISTRATIVE CLERK: PROPERTY MANAGEMENT REF NO: REFS/017322**
Directorate: Property Management Area 2

SALARY : R202 233 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 Certificate or equivalent. No experience required. Administration exposure in property management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.

DUTIES : 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. 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. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of 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. Arrange travelling and accommodation.

ENQUIRIES : Ms. Agnes Mabela Tatl at 072 668 0029/076 521 4118

POST 21/588 : **ADMINISTRATIVE CLERK: LAND MANAGEMENT REF NO: REFS/017272**
Directorate: Land Management

SALARY : R202 233 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 Certificate or equivalent. No experience required. Administration exposure in land management will be an added advantage. Competencies: Knowledge Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the working procedures in terms of the working environment. Skills- Computer. Planning and Organisation. Language. Good verbal and written communication. Attributes: Job knowledge. Teamwork. Interpersonal relations. Flexibility.

DUTIES : 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. 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. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of 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. Arrange travelling and accommodation.

ENQUERIES : Ms. Rarane Marima at 072 668 0029/076 521 4118

POST 21/589 : **BOILER OPERATOR REF NO: REFS/017468 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY : R171 537 per annum, (plus benefits)
CENTRE : Tshwane

- REQUIREMENTS** : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-3 years' appropriate hands-on experience gained in boiler operating. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills- planning, organizing, verbal and written communication skills. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills- Interpersonal relations. Ability to utilise Public Works maintenance tools. Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
- DUTIES** : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the steam pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, grit arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
- ENQUIRIES** : Mr. Feddy Stone at 072 668 0029/076 521 4118
- POST 21/590** : **HANDYMAN REF NO: REFS/017460**
Chief Directorate: Maintenance
- SALARY CENTRE REQUIREMENTS** : R147 036 per annum, plus benefits
Steve Biko Facility Maintenance Hub
- REQUIREMENTS** : Abet Level 4 / Grade 9. A minimum of 0-6 months experience in general maintenance. Competencies: Knowledge- Knowledge of Occupational Health and Safety Act of 1993 and Regulations, GPG and Department of DID policies and procedures. Skills- Communication Skills. Writing Skills. Attributes- Customer focused. Proactive and resourceful.
- DUTIES** : Perform duties in accordance with instructions and the OHS Act. Make all tools & materials available before commencing with work. Clean areas on completion of work. Assist Artisan with the determination of material requirements. Make all tools & materials available before commencing with work. Clean areas after work have been completed. Make inputs to the updating of job cards and following up on outstanding work. Make inputs to reporting on schedules. Attend workshops, courses and in-house training.
- ENQUIRIES** : Mr. Gavin Motswadi at 072 668 0029/076 521 4118

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)
- CLOSING DATE** : 14 July 2023
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. 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. NB. Requirement for all SMS posts, Nyukela Programme: Prior to appointment, a candidate would be required to complete the Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

<u>POST 21/591</u>	:	<u>DIRECTOR: NEWS PUBLICATION REF NO: 017509</u> Branch: Provincial Communication Services
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Media Studies, Communication Science or related field. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 7 or more years of experience in news environment. Excellent writing, editing, proofreading skills and attention to detail skills. Ability to work under pressure, meet deadlines and make decisions quickly with attention to detail. Ability to work independently and as part of a team. Ability to understand and influence target audiences. A creative thinker with outstanding problem-solving skills. Excellent administrative, financial and people management skills. Key Competencies: An energetic, motivated and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – orientated person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with experience in branding and marketing. Knowledge of relevant public sector legislation/policies/prescripts and Procedures. Advanced levels of Computer Literacy and working with various software packages.
<u>DUTIES</u>	:	To promote the dissemination of accurate information on the implementation of the government programme through production and distribution of quality government news products directly to the public and through the mass media. Develop a Gauteng Provincial Government Television Station and distribution strategy. Develop an editorial style guide and ensure its usage within government. Promote synergy among all news broadcasting agencies of the Gauteng Provincial Government. Manage government digital media platforms. Content development for Gauteng government digital platforms. Develop, and implement social media strategies and drive engagement and growth. Promote the Gauteng government digital media platforms in an innovative way that will ensure user engagement across all platforms. Guide and mentor GPG digital media units. Manage the production of the Gauteng newsletter for Gauteng government digital platforms and external media. Ensure Gauteng newsletter reaches the majority of Gauteng residents particularly in Townships, Informal Settlements and Hostels who do not have easy access to the mass media. Co-ordinate and strengthen strategic partnerships with key stakeholders. Building the organisational brand of Gauteng and reputation and crisis management. Conduct annual viewers research to get feedback on the relevance of the news published. Establish and maintain good and reliable contact with departments

and other government institutions. To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate and of the resources employed by it. Management of the Human and Finance Resources of the Directorate.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6820

POST 21/592 : **DIRECTOR: SECURITY MANAGEMENT SERVICES (ANTI-CORRUPTION) REF NO: 017485**
Directorate: Security Management Services

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate undergraduate qualification (NQF level 7) in Public Management, Public Administration or Security Management. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 5 or more years of experience in an anti-corruption security services environment. Valid driver's license. Key Competencies: An energetic, motivated, and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership, policy development, stakeholder management, advocacy, financial, people and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – orientated person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with extensive experience and commitment in eradicating fraud and corruption through in the Gauteng Provincial Government.

DUTIES : Manage the provision of the anti-corruption services within the Gauteng province. Develop and monitor the implementation of the Provincial security services anti-corruption strategy. Collaborate with the representatives from other government intelligence organisations to share information or coordinate intelligence activities. Study activities relating to fraud and anti-corruption, money laundering, gangs, auto theft rings or other provincial threats. Establish corruption profiles. Evaluate records of communications such as telephone calls to plot activity and determine the size and location of criminal groups and members. Develop prevention mechanisms or tactics, using intelligence and other information. Monitor the provision and application of physical security measures for the protection of persons, property and information within the Gauteng Provincial Government. Ensure the implementation of Minimum Information Security Standard (MISS) across the province. Manage the provision of vetting administration for the entire Province. Manage the development and implementation of policies including lifestyle audit policy and framework. Manage the resources of the Directorate. Promote Integrity in accordance with Gauteng provincial government integrity policy and framework and Code of conduct.

ENQUIRIES : Mr Tshepo Rasego Tel No: (011) 355 6450

OTHER POSTS

POST 21/593 : **STATE LAW ADVISOR (CO-ORDINATED LEGISLATIVE DRAFTING) REF NO: 017095**
Directorate: State Law Advice

SALARY : R844 572 – R1 387 725 (LP7-LP8) per annum, all-inclusive salary package, in accordance with OSD determination depending on previous work experience and proven competence.

CENTRE REQUIREMENTS : Johannesburg
: LLB (or equivalent) degree with admission as Advocate or Attorney. LP7: A minimum of 5 years' appropriate practical post qualification legal experience. LP8: A minimum of 9 years' appropriate practical qualification legal experience.

- Knowledge of Public Finance Management Act, Experience in Constitutional Law and Administrative Law and A valid driver's licence. Skills Required: Legal research and legislative drafting. Problem solving and decision making. Analytical thinking. Communication (written and oral). Presentation. Computer literacy. Policy analysis. Project management. Ability to work under pressure and independently.
- DUTIES** : Provide legislative drafting and related services to provincial Departments. Provide high quality, impartial and authoritative advice on legal issues that arise in the drafting of legislation. Attend Portfolio Committees of the Provincial Legislature to provide on-the-spot drafting services and advice during the passage of legislation as required. Conduct legal research, draft memoranda, reports and government notices. Provide both formal and informal legal advice and legal opinions to Members of the Executive Council and Heads of Department on procedural and substantive legal issues. Monitor the policy and regulatory environment to proactively identify emerging trends impacting upon and to advise the Gauteng Provincial Government on appropriate measures. Perform other duties allocated by the supervisor.
- ENQUIRIES** : Adv. Monwabisi Nguqu Tel No: (011) 355-6312 (post content only) and Ms Zandile Ntshalintshali Tel No: (011) 355-6427 (other enquiries).
- POST 21/594** : **CONTROL GISc TECHNOLOGIST (GRADE A-B) REF NO: 017099**
Directorate: Geographic Information Systems
- SALARY CENTRE REQUIREMENTS** : R843 486 – R1 197 978 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate NQF level 7 qualification in Geographic Information Systems or related qualification. 6-year post qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GIS technologist, GIS Professional or Certification as a GIS Enterprise professional. Valid Driver's license. A Certification in IT and server administration will be an added advantage. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Experience in administration, licensing and application development on ArcGIS online and ArGIS Portal. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment in which public service delivery occurs.
- DUTIES** : Develop and manage spatial information applications within the organizational process. Provide access to Spatial Information and Geographic Information Services to all clients in the (Gauteng Sector Departments and local Government). Develop training manual end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data, into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes undertaken during optimisation and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Research investigate and advice on new GIS technologies. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards. Undertake system audit. Undertake requirements analysis. Undertake cost-benefit analysis. Develop process model and workflows diagram. Ensure implementation of GIS Standards. Draft Terms of Reference for GIS projects. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist with the procurement process for the GIS Directorate. Assist GIS Server administration and publishing webservices in the GIS portal.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 355 6450
- POST 21/595** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES AND OCCUPATIONAL HEALTH AND SAFETY REF NO: 017552**
Directorate: Security Management Services

SALARY : R811 560 – R952 485 per annum, (all- inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate NQF Level 7 qualification in Occupational Health and Safety or equivalent. 3-4 years' experience in a Junior Management position in the field of the post. Proven experience as an Occupational Health and Safety Officer. Excellent communication skills with the ability to present and explain health and safety topics. Familiarity with conducting data analysis and reporting statistics. Good managerial, conceptual, analytical, decision making, planning and organizing competencies. Excellent interpersonal, writing and administrative skills.

DUTIES : Support the development of Occupational Health and Safety (OHS) policies and programs in the Office of the Premier and the Gauteng Provincial Government. Advise and instruct on various safety-related topics (noise levels, use of machinery etc.). Conduct risk assessment and enforce preventative measures. Review existing policies and measures and update according to legislation. Initiate and organize OHS training of all employees. Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment). Oversee installations, maintenance, disposal of substances etc. Stop any unsafe acts or processes that seem dangerous or unhealthy. Record and investigate incidents to determine causes and handle worker's compensation claims. Prepare reports on occurrences and provide statistical information to the relevant stakeholders. Facilitate and implement input from all stakeholders such as organized labour, EHWP and benchmark with National Departments and other Provinces regarding SHERQ. Generate reports and manage appropriate intervention strategies. Facilitate and assist with Departmental Legal Compliance on SHERQ management. Oversee environmental management. Manage budget and staff.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 21/596 : **ADMINISTRATION CLERK: VALUE BASED MANAGEMENT AND BATHO PELE COMPLIANCE REF NO: 017481**
 Directorate: Value Based Management & Batho Pele Compliance

SALARY : R202 233 - R235 611 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 with the knowledge of public service and Office Administration. Understanding of the Service Delivery and Anti-Corruption Legislation and policy prescripts such as Public Service Regulations and the Batho Pele White Paper. The incumbent should understand the application of Batho Pele Principles, and the ethics management/ Values-based Management as set out in Chapter 2 of the Public Service Regulations. The incumbent should possess skills such as Administrative, Communication, Planning & Organising, Computer Literacy, Procurement Management, Office Management, Database management and Research skills. Presentation/Facilitation skills.

DUTIES : To provide administrative support to the directorate: Organise and facilitate logistical arrangement for meetings and training sessions. Prepare procurement documents for the directorate. Manage and track directorate submissions, Coordinate and provide support to provincial departments in the implementation of Batho Pele programmes and compliance requirements. Coordinate and support the implementation of transversal ethics programmes of the directorate, which is found in Chapter 2 of the Public Service Regulations. Recording keeping and database management.

ENQUIRIES : Mr Tshepo Rasego Tel No: (011) 355 6450

POST 21/597 : **ADMINISTRATION CLERK: PROCUREMENT AND CONTRACTS (TRANSPORT) REF NO: 017594**
 Directorate: Supply Chain Management

SALARY : R202 233 -R235 611 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge, Communication, Interpersonal relations Language, Flexibility, Good verbal, and written communication skills and teamwork.

<u>DUTIES</u>	:	Administration and control of GG fleet. Issuing of vehicles after reviewing trip authorities in line with Transport Management policy. Conduct pre and post inspection on vehicles with GG car drivers and alert Assistant Director immediately of defaulting drivers or suspicious activity for investigation and escalation. Ensure compliant roadworthy vehicle allocations to GG drivers. Update GG register on Transport Shared drive showing vehicle status of fleet on a daily basis. Capturing of Log returns. Arrange for repairs and vehicle servicing. Ensure GG car driver completes opening and closing kilometers on Trip authorization form and kilometers travelled before GG bag handed in. Cross-check calculation against logbook before filing. Reconcile kilometers travelled on Trip authorization with logbook immediately on return and alert Supervisor immediately of defaulting drivers or suspicious activity for investigation and escalation. Receive and verify incident / accident reports in line with Transport management policy. Submit vehicle incidents / accidents to G-fleet within prescribed timelines for assessment. Ensure accident reports filed. Maintaining accurate Accident and Incident register with details and losses number issued by G-fleet. Address Traffic fines if any by directing to GG drivers via Supervisor. Alert Supervisor of upcoming license disc expiry for to address with G-fleet for new discs to be provided. Monitor vehicle maintenance schedule and book vehicles in for maintenance on time. Inform drivers to take vehicles in for service by providing them with all details such as authorization number, nominated merchant, etc. Where vehicles taken in for repairs, track progress with merchant to ensure vehicle is returned as soon as possible to fleet. Ensure accurate transport record management system is maintained.
<u>ENQUIRIES</u>	:	Ms Phindi Maserumule Tel No: (011) 355-6110
<u>POST 21/598</u>	:	<u>ADMINISTRATION CLERK: FORENSIC SERVICE REF NO: 017550</u> Directorate: Forensic Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg Grade 12 certificate. Knowledge of clerical duties. Practices in office administration. Ability to professionally review and edit forensic Audit reports. Understanding of the legislative framework governing the Public Services. Ability to operate within a broad spectrum of responsibilities, management teams and clients. Excellent report writing skills, organizational skills, ability to multi-task, excellent communication skills, ability to work under pressure, professional etiquette to represent the Forensic Audit unit.
<u>DUTIES</u>	:	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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. 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. Provide administrative and overall secretarial/receptionist support to the Forensic Audit Unit's three clusters. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. 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.
<u>ENQUIRIES</u>	:	Ms Khanyisile Mafiri Tel No: (011) 355-6060
<u>POST 21/599</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: 017549</u> Directorate: Internal Human Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg Grade 12. Understanding of Public Service Act, Basic Conditions of Employment Act, Public Service Regulation, HR Directives, Resolutions and

		strategies. Ability to interpret relevant legislations. Computer literacy, Good interpersonal, planning, organizing and facilitation skills. Understanding of costs implication of using resources (Financial Management).
<u>DUTIES</u>	:	Monitor the Database Performance Management Development System implementation within department. Provide guidance and liaise with PMDS Coordinators on Performance Management Development System within the department. Assist with the scheduling of training on the Performance Management Development System to staff. Assist in giving guidance to management and staff on Performance Management Development System and employee development. Monitor and maintain PMDS electronic system. Writes memorandums, reports and communication on training and development matters. Acts as a liaison between the e-Government and Office of the Premier with regard to training and development. Maintains accurate records of training activities. Assist with the development quarterly and annual training reports. Submit procurement request, follow up on requests made and ensure the payment of invoices timeously. Filling of records.
<u>ENQUIRIES</u>	:	Ms Khanyisile Mafiri Tel No: (011) 355-6060
<u>POST 21/600</u>	:	<u>ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO: 017588</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg
	:	Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, Treasury Regulations, DORA,). Knowledge of basic financial operating systems (PERSAL, BAS, SAP etc).
<u>DUTIES</u>	:	Render Management Accounting transactions: Receive and record requests for budget confirmations, check the correspondences in relation to shifting funds for correctness, verification and approval (internal control), filing of all documents. Assist in the Implementation and Compilation of Main and Adjustments Budget, capture budgets, file all documents. Perform Bookkeeping support services, and management of reporting.
<u>ENQUIRIES</u>	:	Ms Phindi Maserumule Tel No: (011) 355-6110
<u>POST 21/601</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 017527 (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum, (plus benefits) Johannesburg
	:	Grade 12 certificate with finance subjects. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), filing of all documents, collection of cash. Perform Salary Administration support services: Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), file all documents. Perform Bookkeeping support services: Capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals. Check travel claims for correctness. Petty cash administration.
<u>ENQUIRIES</u>	:	Mr Banele Magubane Tel No: (011) 355-6145
<u>POST 21/602</u>	:	<u>ADMINISTRATION CLERK: (CONDITIONS OF SERVICE) REF NO: 017521 (X2 POSTS)</u> Directorate: Internal Human Resources
<u>SALARY CENTRE</u>	:	R202 233 - R235 611 per annum (plus benefits) Johannesburg

- REQUIREMENTS** : Grade 12 certificate or equivalent. Knowledge of Human Resources Administration practices as well as the ability to capture data and operate computer. Understanding of the legislative framework governing the Public Service. Good verbal and writing communication skills.
- DUTIES** : Assist with human resource administration practices: development of packs for Recruitment and Selection, Advertisements, Appointments, Transfers, secondments. Assist with the administration of the conditions of service, (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances and PILIR). Performance Management. Coordinate the human resource administration enquiries and direct them to the relevant stream. Assist with the procurement process for the sub directorate Human Resource Administration. Record keeping. Manage the HR Database and record all the incoming correspondence. Assist the sub directorate with the budget management.
- ENQUIRIES** : Ms Phelisa Khuzwayo Tel No: (011) 355-6730
- POST 21/603** : **FOOD SERVICE AID REF NO: 017531**
Directorate: Office Support and Auxiliary Services
- SALARY** : R171 537 - R199 461 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 9/ ABET Level 4 or equivalent. Ability to read and write. The candidate must have good writing and verbal communication and interpersonal Skills.
- DUTIES** : Prepare and distribute refreshments for meetings. Assist with logistics arrangements. Assist with relief duties on reception/ switchboard. Distribution of internal mail. Provide administration support e.g. Photocopy and faxing documents.
- ENQUIRIES** : Mr Banele Magubane Tel No: (011) 355-6145
- POST 21/604** : **CHAIRPERSON: COMBINED ASSURANCE COMMITTEE REF NO: 017175**
Two (2) years. The Chairperson may not serve more than two terms. This is not a full-time position. The Combined Assurance Committee has four (4) statutory meetings per annum. Special meetings may be convened as and when necessary.
- SALARY** : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate NQF level 7 degree as a minimum qualification in Governance and Management, Risk Management/ Auditing/Financial Management/ Accounting /Business Administration. A Postgraduate qualification in a relevant field will be a strong advantage. A Certification in Risk Management Assurance (CRMA), Certified Risk Management Professional or Certified Risk Management Practitioner, Master's Degree in Governance and Management, Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years management experience gained in a Governance, Internal Control, Strategic Management, Financial, Accounting or Auditing environment. Previous experience in serving as Member and/or Chairperson of an Audit and/or Risk Management Committee or any other governance committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
- DUTIES** : The primary role of the Combined Assurance Committee is to institutionalise the Combined Assurance Model to avoid duplication of effort, ensure collaboration between different assurance providers, ensure credibility of reports. The Chairperson will assist the department in institutionalising the Combined Assurance Model within the department.
- ENQUIRIES** : Ms Gugulethu Tshabalala Tel No: (011) 355 6178

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to

please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations.

APPLICATIONS : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>

CLOSING DATE : 14 July 2023

NOTE : Applicants with disabilities are encouraged to apply. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

MANAGEMENT ECHELON

POST 21/605 : **DIRECTOR: POPULATION AND DEVELOPMENT REF NO: REFS/017871**

SALARY : R1 162 200 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A degree/ (NQF Level 7) in Population Studies/Demography. A minimum of 5 years' relevant experience at middle/senior management level. Pre SMS certificate. Excellent knowledge of the Public Service Act (PSA), socio – economic and human development sector, population and development policy, current global, regional and local population, demographic, and development trends. Knowledge of research, advocacy, capacity building, monitoring and evaluation. Excellent communication (verbal and written), interpersonal relations, accuracy, ability to work under pressure, ability to work in a team and independently, diplomacy and self-starter, analytical and problem solving, sound project and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and change management and computer literacy skills.

DUTIES : Develop and facilitate the implementation of population and development research programmes. Manage and facilitate population related research and analysis consultation with stakeholders. Manage and facilitate capacity building for integration of population factors into developmental policies, plans and programmes. Monitor and evaluate population policy implementation across all government entities at provincial and local government level. Develop and implement the advocacy and Information, Education and Communication (IEC) strategy. Manage and facilitate the promotion of awareness and understanding the South African population policy. Manage and facilitate the implantation of SA population policy through advocacy and IEC. Oversee the preparation and submission of programme performance reports for the Directorate. Manage staff performance, leave, training and development, preparation and submission of all reports, resources and financial resources of the Directorate.

ENQUIRIES : Mr Oupa Mkhabela Tel No: (011) 355 7937

POST 21/606 : **DIRECTOR EXECUTIVE SUPPORT HEAD OFFICE REF NO: REFS/017859**

SALARY : R1 162 200 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : Applicants must have an appropriate and equivalent Post Graduate Qualification NQF level 7 which may include Social Science and / or Administration. A Social Work Degree would be an added advantage with registration with South African Council Social Service Profession. The

applicant must have at least five (5) years' experience and exposure at a senior strategic and operational management level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. It is essential that the successful applicant is ICT literate - MS Word, Excel and PowerPoint. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies of the government and oversight Institutions. Working knowledge of the functioning of Local/ Provincial/ National Government. In possession of the Senior Management level Pre-Entry Certificate. A valid driver's licence.

DUTIES : The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational functioning of the Department; Manage the functional administrative support of the Office of the HOD. Manage the provision of executive, secretariate and logistical support for the Office of the HOD. Manage and oversee the administrative and operational interface between the Department and all external stakeholders including Office of the Premier, Oversight Institutions and other Government Departments (Provincial and National). Manage and support in the coordination, implementation, and achievement of the objectives of the Departmental intergovernmental framework; Manage the development and implementation of the strategic, operational, financial and human resources of the Office of the HOD. Provide and effectively manage the linkages and liaison of the Office of the HOD with Executive Management and the Office of the Executive Authority. Provide quality assurance and oversight on documentation including correspondence, submission and memorandums. Provide support in ensuring effective operational and governance compliance of the Department.

ENQUIRIES : Mr O Mkhabela Tel No: (011) 355 7937

OTHER POSTS

POST 21/607 : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/017999**

SALARY : R1 081 428 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Constriction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355 7703

POST 21/608 : **SOCIAL WORK POLICY MANAGER: SPECIAL NEEDS AND SERVICES TO FAMILIES REF NO: REFS/018057**

SALARY : R878 778 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Bachelor's Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate SACSSP council. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation and Policies relevant to Families. Skills and Competencies: Planning and organizing, Networking, Communication, Co-ordination, Analytical thinking, Monitoring and evaluation, Problem solving, Report writing,

		financial management, Computer Illiterate, Project Management and ability to compile complex reports. 174.
<u>DUTIES</u>	:	Facilitate and manage the provision of care and support to family care services, develop provincial policies, practice guidelines and programmes for families. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Maintain database of institutions providing care and support to families. Facilitate Research and development. Provide supervision to Policy Developers. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms E Motloutsi Tel No:(011) 355 7700
<u>POST 21/609</u>	:	<u>SOCIAL WORK POLICY MANAGER: VICTIM EMPOWEREMENT PROGRAM REF NO: SD/2023/06/12</u>
<u>SALARY</u>	:	R878 778 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A tertiary qualification in Social Work that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Victim Empowerment services and social work policy development. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal), Ability to compile complex reports and Professional counselling skills. A valid driver's licence.
<u>DUTIES</u>	:	Develop/facilitate the development of policies for rendering a social work service in line with the Victim Empowerment within the Department. Monitor, interpret and review legislations, policies and procedures to determine whether they comply with current Victim Empowerment requirements. Manage a social work policy unit to ensure that the required legislations, policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure that subordinates are trained and developed to be able to deliver work of the required standards that would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice. Develop appropriated skills and keep up to date with new developments in the social work and management fields. Liaise and attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs where required. Plan and ensure that social work policy research and development are undertaken.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/610</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: REFS/017972</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A three-year tertiary Qualification (NQF level 6/7) in Supply Chain Management with 3-5 years' in middle management level in Supply Chain Management in the Public Services. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must be at strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<u>DUTIES</u>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop partnerships and network

		with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/611</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/017950</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) 3 Year Tertiary Qualification (NQF Level 6/7) in the field of Risk Management. A minimum of 3 - 5 years middle management experience within Risk Management. At least 10 years' experience of working within the risk management field. A valid Code B driver's license. Demonstrate at least 10 years of experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Ability to design and supervise the design of risk responses which will facilitate the risk management functions to be undertaken and then reported on in line with legislative prescripts. Plan and organise risk assessments and independently manage allocated tasks and provide adequate and timeous feedback to supervisor Ability to work independently from Director and demonstrates experience in compilation of risk assessment reports which also include the design of action plans to address findings raised, evaluation and prioritisation of all risks identified and undertake a root cause analysis during assessments and other tasks which allow for problem solving. Detailed understanding and knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP and other in-house applications, how they operate and all security parameters thereto and relevant to the assessment of departmental risks and opportunities. Skills and Competencies: Teamwork, Management skills, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing, communication, Interrogation, document management and evidence compilation, technical, time management, negotiation and advanced research skills.
<u>DUTIES</u>	:	Manage and facilitate the development of the departmental Risk Management framework including monitoring and reporting processes across the department (Strategic, Operational, Fraud, IT, Compliance, Project and specific project risks – Complete Risk Profile/Universe). Management of the Quarterly Risk Management Committee and Risk Champions Forum as well as reporting to external oversight bodies. Manage and facilitate the development, implementation, monitoring and reporting on the departmental Combine Assurance Framework. Management of the Sub-Directorate including development, implementation, monitoring of the unit's operational plan, budget, training, development of staff, leave and attendance register.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No:(011) 227 0069
<u>POST 21/612</u>	:	<u>DEPUTY DIRECTOR: NPO CAPACITY BUILDING REF NO: REFS/018063</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A three-year tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Management/Organisational Development with 3 - 5 years' middle management experience. A valid driver's licence. Knowledge and understanding of PFMA and legislative frameworks regulating NPO Capacity Building in the public service. Knowledge and understanding departmental NPO capacity building processes and procedures and treasury regulations, policy framework and NPO funding processes and policies. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.

- DUTIES** : Manage and verify NPOs HR systems, policies, Occupational Health and Safety of NPOs, infrastructure building, resource and registration documents in compliance to NPO standards. Develop a database for trained and non-trained NPOs, develop HR systems and training manuals for NPOs. Manage the implementation of norms and standard programmes and mentoring and training programmes for NPOs. Oversee NPOs progress on implementation programmes. Monitor the non-financial, regional task teams and compile NPOs reports from regional tasks teams. Manage staff development and training and management of staff performance.
- ENQUIRIES** : Mr Z Jaca Tel No: (011) 355 7678
- POST 21/613** : **DEPUTY DIRECTOR: NPO PARTNERSHIP REF NO: REFS/018059**
- SALARY** : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
A three-year tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Management/Organisational Development with 3 - 5 years' experience in the NPO Funding environment. A valid driver's licence. Knowledge and understanding of PFMA, policy and financial rewards and other policy and legislative frameworks regulating the NPO funding in the public service and funding processes and procedures. Knowledge of SAP & BAS transfer payment system. and legislative frameworks regulating NPO Capacity Building in the public service. Knowledge and understanding departmental NPO capacity building processes and procedures and treasury regulations, policy framework and NPO funding processes and policies. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.
- DUTIES** : Manage strategic leadership and mentorship to regional office units on NPO matters. Develop and update the provincial financial policy and funding guidelines and governance manuals. Oversee the NPO budget approval for service providers as part of Department Annual Performance Plan. Manage the compilation of provincial proposed budget for Executive Management Authority. Manage the creation of new and existing budget subsidy rates on Supatsela payment system. Monitor and analyse the NPO monthly expenditure reports for subsidy payment. Manage the disapproval and approval on any deviation or recommendation of Regional monitoring and evaluation task team.
- ENQUIRIES** : Mr Z Jaca Tel No: (011) 355 7678
- POST 21/614** : **DEPUTY DIRECTOR: DEMAND PLANNING AND CRM REF NO: REFS/017978**
- SALARY** : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
3 Year Tertiary Qualification (NQF Level 6/7) in of Supply Chain Management/Logistics/Purchasing or any qualification in the Finance field. A minimum of 3 - 5 years middle management experience in Supply Chain Management. Knowledge and understanding of PFMA, PPPFA and SCM Legislative framework in the Public Service, knowledge of Departmental Policy Framework. Skills and Competencies: Customer relationships managements, demand planning, analytical, report writing, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination skills.
- DUTIES** : Manage the identification of supply chain management needs, costing of identified needs to the budget, manage the conducting of pricing and market research. Manage the monitoring of adherence to procurement plans in the procurement of goods and services. Manage the establishment of relations with relevant stakeholders and service providers. Create and manage a single point of contacts and maintain relationships with relevant stakeholders. Manage staff performance.
- ENQUIRIES** : Ms T Mbhense Tel No: (011) 355 7703

POST 21/615 : **DEPUTY DIRECTOR: INFRASTRUCTURE NPO MONITORING REF NO: REFS/018060**

SALARY : R811 560 per annum, (all-inclusive package)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : 3-year tertiary qualification in Built Environment with 5 years' middle management experience in the Public-Sector portfolio management. A valid South African Driver's License. Honesty, integrity, attention to detail and be technically orientated. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, Occupational Health and Safety Acts and Regulations. Skills: Building, Strategic and Project management skills.

DUTIES : Assessment for accreditation and aligning of national strategy for application in the province. Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all maintenance projects comply with policies, norms and standards as stated in the National Treasury Instruction. Develop maintenance priority lists and costs. Management of procurement costs for all NPO maintenance projects in Gauteng IDMS control framework. Management of contracts in line SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees.

ENQUIRIES : Mr O Mkhabela Tel No: (011) 355 7937

POST 21/616 : **DEPUTY DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH- REF NO: REFS/017726**

SALARY : R811 560 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Demography or Population Studies with 3-5 years of experience at a middle managerial level. Valid driver's licence. Knowledge of the Public Service Legislations and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer skills, Analytical skills, planning and organizing, project and programme management. and communication skills. Good interpersonal relations. Accurate and ability to work under pressure. Ability to work in a team and independently, diplomacy, friendly and trustworthy.

DUTIES : Manage and facilitate population related research and analysis in consultation with stakeholders. Develop and operationalize the population research strategy, guidelines on research procedures. Ensure the identification, prioritization and approval of research themes (annual research plan). Ensure the development of research proposals or terms of reference for each project. Ensure and support the dissemination of research findings in collaboration with advocacy. Develop and manage stakeholder participation on population research needs and activities. Manage and facilitate the analysis and interpretation of data on population dynamics. Identify of themes for data analysis (e.g. profiles); Manage requests for population analysis, interpretation of data and support. Manage the monitoring and evaluation of population policy implementation including Identifying relevant themes for monitoring and evaluation of population policy implementation and interpretation. Manage the Sub Unit to ensure that efficient and effective population research is delivering through the efficient and effective utilisation of human resources, which would include amongst other the following: Plan and allocate work, Quality control of work delivered by employees, maintenance of discipline, performance management and development.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/617 : **TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: REFS/018010**

SALARY : R687 879 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A

Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.

DUTIES

: Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Town Planning inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forum to promote alignment between social planning and broader provincial planning. Interact with the Custodian, GOGTA and related planning forums in the province to promote seamless and integrated spatial planning. Policies, Norms, Standard and Monitoring Reports: Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.

ENQUIRIES

: Ms E Motloutsi Tel No:(011) 355 7700

POST 21/618

: **ASSISTANT DIRECTOR: COMMUNITY MOBILISATION AND PUBLIC PARTICIPATION REF NO: REFS/017711**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum, (plus benefits)
 : Head Office (Johannesburg)
 : A Three-year Tertiary qualification (NQF Level 6/7) in Stake Holder Relations/ Public Management (Political Science)/ Public Relations/Community Development with a minimum of 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge and understanding of Stakeholder Relations Legislative and Policy Frameworks, Procedures, Community Relations, Projects Commitments, Priorities, Systems and Processes applicable in the Public Service. Skills and Competencies: Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.

DUTIES

: Facilitate the Coordination of Back-to-School Programme by issuing of the School Uniform and Dignitary packs to deserving and needy Learners. Facilitate the Coordination of the Pre and Post-Sopa activities and organise the venue, mobilise community participation, organise plenary meetings and distributions of fliers. Facilitate the Coordination of Community Engagements through Prevention and awareness Programmes and Partnership Engagements. Facilitate the Coordination of Department's Month Engagements by utilising the community Radio Stations to deliver messages. Manage the Community Mobilisation and Public Participation Unit, Aspire teamwork in Stakeholder Operations, Presidential/ Premier Hotline enquiries and responses. Approve Payments, claims and Log Sheet of stuff under supervision.

- ENQUIRIES** : Ms E Motloutsi Tel No:(011) 355 7700
- POST 21/619** : **ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH REF NO: REFS/017874**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: A post graduate qualification (NQF Level 6/7) in Demography / Population Studies with 3 years appropriate experience in undertaking research projects. Valid driver's licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the socio economic and human development sector. Knowledge of population and development policy. Knowledge of current global, regional and local population demographics and development trends. Knowledge of research, advocacy, capacity building, monitoring and evaluation. Skills and Competencies: Computer Literacy, Planning and organizing, Communication (written, verbal and liaison), problem solving, interpersonal, project and programme management.
- DUTIES** : Assist to manage and facilitate population related research and analysis in consultation with stakeholders including the development and operationalising of the population research strategy. Assist to manage and facilitate the analysis and interpretation of data on population dynamics and identify of themes for data analysis (e.g. profiles). Assist to manage the monitoring and evaluation of population policy implementation. Identify relevant themes for monitoring and evaluation of population policy. Supervise employees, who would include amongst other the following: Plan and allocate work. Performance management and development. Management of Staff.
- ENQUIRIES** : Ms S Moloi Tel No: (011) 355 7700
- POST 21/620** : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: REFS/018067**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: A 3-year tertiary qualification (NQF Level 6/7) in Real Estate or Property Management with a minimum of 3 – 5 years' experience at supervisor level. A valid drivers' license. Knowledge and understanding of legislatives and policy frameworks, procedures, processes: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars, Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations in the Department and Public Service. Skills and competencies: Analytical, project management, report writing, communication, problem solving and analysis, information systems, financial management and procedures, budget processes, policies, procedures, and legislations, planning and coordinating.
- DUTIES** : Develop a plan for the management of municipal and related accounts. Provide training to users of facilities in terms of use of utilities. Develop and update a policy for property administration of provincially owned social development facilities. Develop plans, budgets, and service models for provision of security and cleaning services. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. Manage procurement of services through Departmental SCM. Manage and administer contracts. Assess and submit invoices for payment to the Finance Section.
- ENQUIRIES** : Ms M Skosana Tel No: (011) 227 0069
- POST 21/621** : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: REFS/018028**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, (plus benefits)
: Head Office (Johannesburg)
: 3 Year Tertiary Qualification (NQF Level 6/7) in the Finance field. A minimum of 3 - 5 years' experience with Supervisory level within budget control environment in the public sector. Skills and Competencies: report writing, planning and organising, leadership, people management, communication and coordination skills.
- DUTIES** : Facilitate and coordinate the annual budget process in accordance with both National and Provincial framework. Compile and finalise Medium Term

expenditure Framework (MTEF) budget data base and Estimates of Provincial Revenue and Expenditure for the Department. Monitor Departmental budget against objectives and priorities. Management of budget and expenditure monitoring functions. Ensure that the expenditure is within the budget and aligned with the Standard Charts of Accounts (SCoA) codification. Facilitate adjustment of budget process in consultation with programme managers and Provincial Treasury. Ensure that unforeseeable and avoidable expenditure is considered in the Departmental adjustment budget. Manage staff performance, development and training. Manage staff grievance and disciplinary code.

- ENQUIRIES** : Ms Z Jaca Tel No: 011 355 7876
- POST 21/622** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: REFS/0177858**
- SALARY** : R424 104 per annum, (within the OSD framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level6/7) in the field of Organisational Development with 3 – 5 years' experience at supervisory level. A valid drivers' license. Knowledge and understanding of legislative framework governing the Training and Development practices, performance management, financial and supply chain management systems, processes and procedures applicable in the Public Service. Learnership, Internship, Bursary Scheme and Induction systems, procedures and processes applicable in the Department. Skills and Competencies: Development oriented individual, self and performance-driven, honesty and integrity. Facilitation, training and development coordination, consultation, budgeting, leadership, problem solving, people management and empowerment and communication skills.
- DUTIES** : Monitor and coordinate human resource development programmes. Plan, prepare and supervise departmental internship, learnership and rollout of internal and external bursary programmes. Facilitate the populating and quality assurance of a departmental works place skills plan. Monitor departmental skills programmes. Allocate resource for rollout of short training courses, senior management training. Monitor training and development budget and departmental induction programme. Coordinate performance management and development functions. Manage staff.
- ENQUIRIES** : C Maabane Tel No: (011) 227 0060
- POST 21/623** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SYSTEMS REFS /017703**
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Information and Knowledge Management/Information Sciences with minimum 3-5 years at supervisory level. Knowledge and understanding of legislative framework governing the Public Service in ICT related. Knowledge and understanding of spatial Information and knowledge practices will serve as an added advantage. Skills and competencies: Technically orientated, Analytical, Attention to details, Strategic planning, supervision, staff development and training on IKM initiatives, knowledge of information systems, interpersonal and communication skills. A valid driver's licence.
- DUTIES** : Monitor the maintenance of departmental databases. Ensure the collection of data sets from business units and assist in developing data validation rules. Monitor the implementation of Information and Knowledge management functions. Promote the usage of the organization's knowledge assets and create a knowledge sharing environment. Assist in managing a Spatial Information system. Supervise the mapping and geocoding process and assist in creation of maps as per downloaded points. Assist in the development of information and Knowledge Management policies. Coordinate information and Knowledge best practices. Management of Staff.
- ENQUIRIES** : Ms T Mbhense Tel No: (011) 355 7703
- POST 21/624** : **SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: REFS/018208 (X2 POSTS)**
- SALARY** : R401 289 per annum, (within the OSD Framework)

<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Degree in Social Work. A minimum of 8 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing substance abuse services. Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procedures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Ms Innocent Netshungani Tel No: (011) 227 0151
<u>POST 21/625</u>	:	<u>SOCIAL WORK POLICY DEVELOPER CRIME PREVENTION REF NO: REFS/018205</u>
<u>SALARY</u>	:	R410 289 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blueprint: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>POST 21/626</u>	:	<u>SOCIAL WORK POLICY DEVELOPER (CHILD CARE PROTECTION) REF NO: REFS/017761</u>
<u>SALARY</u>	:	R410 289 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development, financial management and ability to compile complex reports.
<u>DUTIES</u>	:	Develop, implement and maintain social work services. Monitor interpret and review legislation, policies and procedures are still relevant and comply with current requirements. Manage a team of staff. Train and capacitate Regions on all related legislation and policies. Participate in the development of policies, norms and standards. Coordinate submission of the provincial NPO's business plans. Coordinate the panelling of provincial programmes from NPO's. Assess service plans and do recommendations on SAP system. Ensure development and review of monitoring tools. Ensure programme monitoring of NPOs throughout the Regions. Facilitate the transformation as per the sector funding policy to service providers. Manage and monitor service delivery through networking and enclose partnership with stakeholders and funded service providers. Facilitate the establishment and the management of provincial forums. Work closely with the Finance, Monitoring & Evaluation and NPO Registration sub-directorates to monitor compliance of NPOs. Give support to the Social Work Managers and Director.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062

POST 21/627 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE HOD REF NO: REFS/018070**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Three - year Tertiary qualification. A minimum of 2-3 years' experience, Extensive knowledge and understanding of public service and procedures. Working knowledge of the functioning of Provincial /National Government. Basic knowledge of Microsoft Word, Excel and Power Point. Skills and Competencies: Good verbal and written communication, financial management, coordination, interpersonal relations, report writing, planning and organising and communication skills. A valid drivers' licence.

DUTIES : Manage, track and submit all queries related to external stakeholders. Ensure efficient and effective document management and flow through the office of the HOD in terms of external and internal submissions. Provide direct support and manage procurement matters related to the HOD in terms of the travel, accommodation and other logistics. Provide supervision to employees under your span of control.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355-7700

POST 21/628 : **SENIOR ADMIN OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: REFS/017708 (X2 POSTS)**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year' Tertiary Qualification in Information Technology/ Computer Science with 2-3 years' experience in Information and knowledge Management. A valid driver's License. Knowledge and understanding of legislative framework governing the Public Service in ICT related matters. Knowledge and understanding of Information management practices. Knowledge and understanding of Information systems. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver's license.

DUTIES : Apply ICT policies, strategies, and standards. Apply Information and Knowledge Management policies, strategies, best practices, and facilitation of awareness sessions for information and knowledge management. Develop the ICT knowledge management concepts team of senior managers. Conduct collection of data sets from business units, cleansing of data sets, data validation rules, Departmental Information repository and the maintenance of the Departmental database. Identify local knowledge needs and prioritise in terms of the value of business. Facilitate change management plans for the system in the Department. Ensure the alignment of the system to changing business requirements. Promote effective use of knowledge sharing tools for all partners and staff. Conduct learning and information sharing through seminars, workshops, and conferences. Facilitate ICT business processes within the Department. Supervision of staff performance, monitor staff training, development and staff leave plan.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069

POST 21/629 : **SENIOR ADMINISTRATIVE OFFICER: SERVICES AND STANDARDS REF NO: REFS/017731**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Community studies/Youth Development studies/Public Management/Administration with 2-3 years' experience in a Community/Youth Development environment. A valid driver's licence. Knowledge and understanding of legislative framework, procedures and processes regulating the implementation of Youth Development and Sustainable Livelihoods programmes and priorities, commitments, and systems in Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating financial management. Skills and Competencies: Computer Literacy (Preferably excellent in Excel, Word and PowerPoint), Report writing, communication, problem solving skills, interpersonal skills, conflict management, planning and organizing skills. Leadership capabilities, an eye for detail and ability to gather and analyse information.

DUTIES : Coordinate youth development programmes in line with policy guidelines of the Department. Assist in the application of norms and standards for community development in line with Community Development Policy Framework. Ensure that all service standards in line with the Departmental and youth development policy guidelines are adhered to by all regions. Coordinate youth development and related projects. Monitor, analyse and facilitate interventions for youth development projects and other related projects. Assist in the development and review of concept documents, policies and guidelines for youth development programmes. Mobilize relevant stakeholders to assist the Department to achieve its mandate such as development and support of youth development structures. Perform any other delegated duties.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069

POST 21/630 : **SENIOR ADMINISTRATIVE OFFICER: POPULATION ADVOCACY & KNOWLEDGE MANAGEMENT REF NO: REFS/017698**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Population Studies with 2-3 years relevant experience. A valid driver's licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer Literacy, Report writing, communication, problem solving skills, interpersonal skills, conflict management, planning and organizing skills. Project and programme management. Accurate and ability to work under pressure. Ability to work in a team, independently, friendly, trustworthy and diplomacy.

DUTIES : Application of Population Advocacy & Knowledge Management strategy. Draft the advocacy and knowledge management strategy. Facilitation of advocacy and knowledge management activities (events, radio programmes, workshops, forums, etc.) to promote understanding of the population policy and its implementation. Facilitation of the development and dissemination of publications/materials to support advocacy and knowledge management activities. Maintenance of discipline. Design population and development resource centre including providing access to population and development materials. Assist to manage and facilitate capacity building for the integration of population factors into Integrated Development Plans. Assist to identify the capacity building needs of municipalities and coordinate capacity building sessions.

ENQUIRIES : Mr Z Jaca Tel No: (011) 355 7678

POST 21/631 : **SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: REFS/017718 (X2 POSTS)**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year' Tertiary Qualification (NQF Level 6/7) in the field of Industrial Psychology, Management Services, Operations Management, Production Management with 2-3 years' experience in Organizational Development environment. Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of Organizational Structure and Establishment Administration systems and processes. Skills and Competencies: Good Report Writing, Consultation, Analytical, Flexible and Change Orientated, Project Management and Communication skills. A valid driver's license.

DUTIES : Coordinate, Facilitate, and Implement Job Evaluation and Job Description. Coordinate and facilitate the implementation of Organization Structure and Post Establishment Investigations and related projects within the Department. Coordinate the Development of Business Process Mapping and Standards Operating Procedures. Facilitate the Coordination and implementation of Change Management within the Department. Coordinate and facilitate the review of the Human Resource Delegations. Monitor the Implementation of Operational Functionality Assessment (OFA).

ENQUIRIES : Ms Innocent Netshungani Tel No: (011) 227 0151

POST 21/632 : **SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT & CHANGE MANAGEMENT (HR PLANNING) REF NO: REFS/017713**

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year Tertiary Qualification (NQF Level 6/7) in Management Services/Operations or Production Management /Human Resource Management/Productivity Management with a minimum of 2 – 3 years' experience in the Human Resource Planning environment. A valid driver's licence. Knowledge and understanding of Human Resource Planning systems, procedures, processes, and practices applicable in the Public Service. Knowledge and application of PERSAL system. Skills and Competencies: establishment administration, report writing, consultation, communication, people Management and Inter-personal Skills.

DUTIES : Monitor Post Establishment Functions. Facilitate Human Resource Planning process. Facilitate the implementation of the Employment Equity process. Facilitate the implementation of Human Resource Planning strategies. Provide administration support.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/633 : **SOCIAL WORKER GRADE 1 REF NO: REFS/018029 (X3 POSTS)**

SALARY : R294 411 per annum, (within the OSD Framework)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Bachelor's Degree in Social Work, Registration as a Social Worker with the South African Council for Social Services Professions. Appropriate recognizable experience will determine the salary package. Conversant with Acts, Policies and Legislation pertaining to Social Welfare Services. Ability to interpret Policy/Legislative matters and operations within units at community level. Sound communication, negotiation and conflict management. Leadership qualities and an understanding of the developmental social Welfare paradigm. Ability to co - ordinate and collaborate in an insectoral environment. Valid driver's license.

DUTIES : Probation services to youth in conflict with the law and their families. Provision of home based supervision programme including allocation of received cases to Probation Officers for investigation and supervise Probation Officers in the preparation of reports to court. Conduct investigations, compile reports and present to criminal courts. Social Crime and Awareness and prevention programmes including conducting social crime awareness and prevention campaigns and rollout social crime awareness and prevention campaigns Management of Social Auxiliary Workers and manage staff training and development and manage staff performance.

ENQUIRIES : Ms Innocent Netshiungani Tel No: (011) 227 0151

POST 21/634 : **RECEPTIONIST REF NO: REFS/017719**

SALARY : R202 233 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Matric and/or Grade 12(NQF Level 4) with none experience required. Knowledge and understanding of Reception systems, processes and procedures applicable in the Public Service. Knowledge and understanding of basic office processes and procedures applicable in the Department. Skills and Competencies: Communication, problem solving, planning and organising, interpersonal and typing skills. Warm and people oriented, assertive, professional, and helpful attitude.

DUTIES : To provide administrative support functions in the reception area. Receive and screen staff and visitors. Respond to staff and visitors' queries. Refer staff and visitors appropriately. Receive and register incoming mail. Route incoming mail and documents to staff in the offices. Register outgoing mail and documents. Follow up on outstanding documents. Receive and screen incoming calls. Route calls to relevant staff.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355-7700

POST 21/635 : **ADMINISTRATIVE CLERK: NPO FUNDING REF NO: REFS/017736**

SALARY : R202 233 per annum, (plus benefits)

<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12. Computer literacy in Microsoft package – Word, Power Point and Excel. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the transfer payments to NPOs in the Public Sector. Skills and Competencies: Honesty and integrity, communication, flexibility and teamwork. Basic financial management, administrative, good verbal and written communication, interpersonal relations, analytical and computer skills.
<u>DUTIES</u>	:	Archive relevant financial data such as SLAs, expenditure reports and claim forms. Support management in compiling multi-term budget in line with the APP of the department. Assist with creation of contracts of funded programmes of SAP. Provide supply chain clerical support services within the component. Ensure that funds are transfer into the correct organization's bank account and new organization are registered in time for payment, analyse information submitted NPOs and compile monthly reconciliation of payments. Provide administration support services in the component. Render general clerical support services. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain personal records and attendance register in the component. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Ms Innocent Netshungani Tel No: (011) 227 0151
<u>POST 21/636</u>	:	<u>ADMINISTRATION CLERK PROPERTY MANAGEMENT REF NO: REFS/017733</u>
<u>SALARY</u>	:	R202 233 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) certificate or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills and Competencies: Good verbal and written communication, problem solving, interpersonal, planning and organising skills. Honesty, integrity, flexibility and teamwork.
<u>DUTIES</u>	:	To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one-on-one engagement with relevant managers and teams.
<u>ENQUIRIES</u>	:	Mr G Moitsi Tel No: (011) 227 0068
<u>POST 21/637</u>	:	<u>FOOD SERVICE AID REF NO: REFS/017748</u>
<u>SALARY</u>	:	R125 373 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 10. No working experience Skills and Competencies: interpersonal skills must have the ability to cook, clean and wash dishes.
<u>DUTIES</u>	:	Cook food and prepare drinks according to set menu. Prepare dishes and cups. Clean Dining Halls prior to mealtime. Dish food and drinks on tables. Prepare drinks for staff during meetings. Refill drinks and other refreshments during events, Remove dishes and drinks from tables, Wash dishes and cups and Pack dishes and cups.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062