

**PROVINCIAL ADMINISTRATION: GAUTENG
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.
- ERRATUM:** Kindly note that the below posts were published in Public Service Vacancy Circular 21 dated 23 June 2023 with the closing date of 14 July 2023, Senior Personnel Officer: Establishment Control and Systems in the HRTS Directorate Ref No: Refs/017732 (4 Posts), please note that the total number of posts has been reduced to one post and Senior Admin Officer in the Finance and Administration sub-directorate within Johannesburg West District with ref No: REFS/017894 is withdrawn.

OTHER POSTS

- POST 22/253** : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL AND SYSTEMS
REF NO: REFS/018233 (2 POSTS)**
Directorate: HRTS
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum
: Head Office
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) in HR Management / Public Administration or related three- year qualification plus minimum 3 year in a Chief Personnel Officer post within Human Resource Transaction Environment at a supervisory level and or at a post equivalent to salary level 8/7. Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP / Public procurement procedures and financial related policies. Good Communication Skills. Customer Services. Computer Literacy. Conflict and Problem Solving. Ability to work independently.
- DUTIES** : Ensure the implementation of PERSAL user profiles. Registrations of "New" users. Request new Complete/Mainframe user identity numbers for users. Allocate PERSAL functions. Monitor dormant users. Link between users, functional teams and technical maintenance teams. Assist with resolving system problems for the users. Release reports. Ensure the implementation of the approved post and staff establishment. Oversee the administration of the staff establishment by Creating posts of staff additional to the post

establishment (against promotion, substitutes, Grade R, growth posts, ESSP, AET, internships, learner ships, Fundza Lushaka, Teach SA, Dinaledi, etc.) Ensuring that all posts are linked to BAS codes (pay points, programs, responsibilities and objectives). Ensuring that a component, subcomponents and sub structure information is updated. Ensure that PERSAL data is up to date. Ensure sound maintenance of PERSAL data. Participate in PERSAL clean-up project. Ensure that there are no transactions awaiting approval/ authorization on the suspense file. Participate in the development of departmental Human Resource Transaction policies, procedures and guidelines. Ensure compliance with Human Resources policies, participate in the development of HR strategies and HR procedure manuals to meet Departmental needs. Take part in advisory and stakeholder support. Supervise and delegate functions and responsibilities to staff. Coordination of PERSAL training. Monitor the performance of staff. Evaluate, develop and provide training. In consultation with all stakeholders. Guide and advise personnel on Transversal Human Resource Services. Supply audit sample requests. Participate in responding to the internal and external audit management letter. Ms. Grace Majola Tel No. (071) 474 6176

ENQUIRIES

POST 22/254

SENIOR ADMIN CLERK REF NO: REFS/018583
Directorate: Scholar Transport

SALARY
CENTRE
REQUIREMENTS

R202 233 per annum
Head Office, Johannesburg
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.

DUTIES

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). 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.

ENQUIRIES

POST 22/255

SENIOR ADMIN CLERK REF NO: REFS/018584
Directorate: Learner Psycho -Social Support

SALARY
CENTRE
REQUIREMENTS

R202 233 per annum
Head Office, Johannesburg
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.

DUTIES

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). 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.

ENQUIRIES : Mr Nkosana Mnisi Tel 011 355 0636

POST 22/256 : **SENIOR ADMIN CLERK REF NO: REFS/018649**
Sub-Directorate: School Funding Management

SALARY : R202 233 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Matric/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. Good interpersonal skills and communication skills (verbal and written). Planning and organisation skills. Language skills. Computer literacy. Must be flexible and able to work in a team.

DUTIES : Render general clerical 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 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 (district offices). Provide personnel administration clerical support services within the component. 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.

ENQUIRIES : Mr. Itumeleng Mogashoa Tel No: 011 355 1034

GAUTENG HEALTH

POST 22/257 : **HEAD OF DEPARTMENT: INTERNAL MEDICINE REF: TEMB/2023/IM/002**
(1 POST)
Directorate : Internal Medicine

SALARY : R2 354 559 – R2 497 788.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Specialist Physician with at least 7-years of experience in clinical medicine post specialist registration. Should be registered as a Specialist Physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.

DUTIES : Clinical work: Supervision of clinical staff; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and training: Organize and manage training of pre-and postgraduate medical students; Assist in organization of clinical examination; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate clinical progress; Attend academic meetings; Manage own clinical development . Research: Develop own research interests and publish appropriately ; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Assist in coordination of academic program;

		Liaise with other departments within the hospital and with other hospitals where required
<u>ENQUIRIES</u>	:	DR. S.P. Mbeleki Tel No: (011) 923 2053
<u>APPLICATIONS</u>	:	Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital or use the email address: Tembisah1.hr@gauteng.gov.za .
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). 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 are encouraged to apply.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/258</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (ADVANCE MIDWIFERY AND NEONATAL NURSING) REF NO: PWH/OPM/01/2023</u> Directorate: Nursing Department
<u>SALARY</u>	:	R627 474 Min R654 960 Max per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Midwifery. A minimum of 9 years appropriate and recognizable experience in nursing after registration as Professional Nurse and at least 5 years of this period referred to the above must be appropriate/ recognizable experience after obtaining the one- year post basic qualification in Midwifery. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate Independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

- ENQUIRIES** : Ms TQ Mahlangu Tel No: (012) 380 1212
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. 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. 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 accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. 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** : 14 July 2023
- POST 22/259** : **CHIEF DIETITICIAN- GRADE 1 REF NO: PWH/CD/01/2023**
Directorate: Allied Department
- SALARY** : R520 785 – R578 367 per annum (plus benefits)
- CENTRE** : Pretoria West District Hospita
- REQUIREMENTS** : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Dietitian. Registration as a Dietitian with Independent status. A minimum of five years' experience after the completion of community service. Knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, decision making skills, computer literacy (MS Word, MS Excel, PowerPoint etc.) planning and organizational skills, networking and liaison skills, expert Dietetic clinical skills, research skills, analytical skills, presentation skills, human resource management skills and financial management skills. The ability to work under pressure
- DUTIES** : The candidate should be able to perform therapeutic management duties while ensuring provision of optimum nutritional care to patients; budget planning, monthly therapeutic statistics, stock controlling, inventory reports and dietary ordering system. The candidate should have the ability to coordinate clinical nutrition and food service management; analysis of therapeutic diets (diet prescription, diet plan and meal plan), Must have the ability to implement clinical audit reports, consolidate monthly statistics, implementation of relevant policies and protocols, supervision of subordinates and writing of routine service reports. Good communication skills (verbal and written), computer skills Microsoft office etc) and good interpersonal skills with an understanding of the importance of an effective multi-disciplinary approach.
- ENQUIRIES** : Ms S Ramabulana Tel no: 012 380 1252
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. 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. 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 accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. 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** : 14 July 2023
- POST 22/260** : **MEDICAL OFFICER (SESSIONAL) REF NO: HRM/2023/60**
Directorate: Ophthalmology
- SALARY** : Grade 1: R436 .00 Per Hour
Grade 2: R498.00 Per Hour
Grade 3: R576.00 Per Hour
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior certificate, MBChB/MB degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner. A minimum of 2 years' appropriate experience in ophthalmic patient management. Knowledge and experience in medical and surgical management. Good written and verbal communication skills. Ability to work under pressure.
- DUTIES** : Provision of 24 hours ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g. ICU, eye clinic, wards in general and casualty. Perform ROP screening, theatre, clinics and ward rounds and ophthalmic surgical procedures. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality, cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospital and Lean Management principles nd perform clinical audits.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. jobs are not for sale at mamelodi regional hospital.
- FOR ATTENTION NOTE** : Mr MH Hlophe
Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
- CLOSING DATE** : 14 July 2023

GAUTENG 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.

CLOSING DATE : 14 July 2022
NOTE : Applicants with disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za> 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." (no attachments/copies/certified copies/proof on application, only Z83 and CV, applicants will submit documents only when shortlisted).

OTHER POSTS

POST 22/261 : **SOCIAL WORK MANAGER: NPO PARTNERSHIP REF NO: REFS/018097 (1 POST)**

SALARY CENTRE REQUIREMENT : R878 778 – R986 535 per annum (plus benefits)
 : Johannesburg Metro Region
 : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP. submission of valid council registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, report writing, problem solving, - interpersonal, leadership, coordination, planning and organizing skills. A valid driver's license.

DUTIES : Managing and supervising Social Worker supervisor and a team of community development liaison officer and community development liaison workers. ensuring that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of knowledge management. conducting audits and DQA's to funded NGO's. ensuring that the budget is allocated and utilised appropriately according to the funding agreements. Developing a transformation plan for the regions on the NPO's based on the PFMA. Assisting in developing appropriate costing norms. Monitoring transformation and ensuring the rendering of quality and equitable social services. Developing training manuals. coordinating the welfare summit steering committee. managing staff training and development. managing projects allocated to the sub-directorate.

ENQUIRIES APPLICATIONS : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region
 : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/262 : **SOCIAL WORK MANAGER: PROBATION AND CANALIZATION REF NO: REFS/018046 (1 POST)**

SALARY CENTRE REQUIREMENT : R878 778 – R986 535 (within OSD framework)
 : Tshwane Region
 : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP of which 5 years must be appropriate experience in Social Work Policy Development or Social Work Supervision. submission of valid council registration certificate and current registration with the SACSSP. Knowledge

and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, planning and organizing, networking skills, communication skills (written and verbal), professional counselling skills, policy analysis and development, financial management, presentation skills, monitoring and evaluation skills, people management skills and the ability to compile complex reports. A valid driver's license.

DUTIES : Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields.

ENQUIRIES : Mr Athlong Kotsedi Tel: (012) 359 3314 Tshwane Region
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/263 : **SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE REF NO: REFS/018094.(1 POST)**

SALARY : R878 778 – R986 535 per annum (within OSD framework)
CENTRE : Johannesburg Metro Region
REQUIREMENT : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A valid driver's license. 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 at Intake and Foster Care (Statutory Service) as a supervisor or Social Work Policy Developer. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring.

DUTIES : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups, and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance, and manage sub-directorate leave plan. Attend to staff grievances and disciplinary matters.

ENQUIRIES : Ms C Dukwana Tel: (011) 355 9502 JHB Metro Region and Ms Z Noncolela Tel. (011) 820 0429 Ekurhuleni Region.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/264 : **SOCIAL WORK MANAGER: SOCIAL SUBSTANCE ABUSE SERVICES REF NO: REFS/017757, REFS/017763 (1 POST)**

SALARY : R878 778 – R986 535 per annum (plus benefits)
CENTRE : Walter Sisulu CYCC
REQUIREMENT : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker with the South African Council for Social Services Professional of which 5 years must be appropriate management experience at a level of a supervisor. Knowledge and understanding of legislative, policy and institutional framework governing Substance Abuse services in the social welfare sector as well as the departmental priorities, commitments, policies, processes, and procedures

- pertaining to Substance Abuse services. A valid driver's license. Skills: Good strategic planning and capability. Sound financial management, project, and Program management, monitoring and evaluation, report writing, verbal and writing communication skills. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being.
- DUTIES** : Manage policies, guidelines and standard operating procedures that guide delivery of services for Substance Users. Provide strategic leadership in the Unit and manage implementation of substance abuse awareness and prevention programmes, training, and capacity building programmes. Manage quality assurance processes, administration, statistics on a quarterly and monthly basis and M & E Processes. Provide supervision to Social Work Supervisors. Perform administrative functions required in the Substance Abuse programme. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical, and effective utilisation of financial resources. Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. General consultation with clients and advising subordinates regarding follow-up actions to be taken. Establish, implement, and maintain efficient and effective communication arrangements in the unit. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- ENQUIRIES APPLICATIONS** : Mr MC Modika Tel: (011) 983 0010
The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/265** : **DEPUTY DIRECTOR: CHILD POVERTY AND WOMEN DEVELOPMENT: REFS/018868**
- 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 7) in Community Development or Development Studies or Social Sciences qualification with a minimum of 3-5 years supervisory management experience in Sustainable Livelihoods/Community Development as well as Child Poverty or Bana Pele programme, implementation, monitoring and evaluation. Skills and Competencies: Customer relations Management, Planning and Organizing, Negotiation, Communication, Project Management, Leadership, analysis and Report writing skills. Knowledge and understanding of Departmental Child Poverty, Bana Pele and Sustainable Livelihoods Programmes, priorities, commitments, systems and processes. A valid driver's licence.
- DUTIES** : Management of Women Development and Child Poverty Programmes. Coordination of projects of developmental training for employment and income generation, awareness, creation, and gender sensitization. Management of Bana Pele Information Systems and oversee the storage and retrieval of beneficiary information. Engagement with Stakeholders and liaise with Provincial Government Departments on the promotion of Women and Child Poverty programmes. Distribution of dignity packs and conduct needs analysis for dignity packs in Schools. Management of Sub-Directorate and formulate responses to audit queries.
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel: (011) 355 7678
The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/266** : **HEAD OF INSTITUTION (X2 POSTS)**
- 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

		package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	DR Fabian & Florence Reibero Treatment Centre REFS/017845 (1 Post) Walter SISULU CYCC REFS/017844 (1 Post)
<u>REQUIREMENTS</u>	:	A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.
<u>DUTIES</u>	:	Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.
<u>ENQUIRIES</u>	:	Ms Samantha Hutchinson Dr Fabian & Florence Reibero Treatment Centre and Mr MC Modika Tel: (011) 983 0010 Walter Sisulu CYCC
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/267</u>	:	<u>OPERATIONAL MANAGER (GENERAL NURSING) REF NO: REFS/017771 (1POST)</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Desmond Tutu Child And Youth Care Centre
<u>REQUIREMENTS</u>	:	Grade 12. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes, and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution Qualifications in Nursing administration will be an added advantage have a good leadership, communication, and conflict management skills. Manage own performance be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the Unit. Be always available in case of emergency and shortage of staff.
<u>DUTIES</u>	:	Development and Management of a nursing plan. Management of standard practices, criteria, and indicators for quality nursing. Management of nursing practice and health care in accordance with regulatory framework. Manage a constructive working relationship with other stakeholders. Management of Nursing staff. Ensure the formulation and availability of clinical patient care, protocols, and policies in the Department. Efficient implementation and evaluation of patient care programmes in the unit according to Department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Efficient monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with multidisciplinary team. Responsible for the implementation disciplinary measures. Secure and allocate resources and budget to achieve work objectives. Proactively verify performance to improve teamwork.
<u>ENQUIRIES</u>	:	Mr D Barnard Tel: (012) 546 0640

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/268 : **CLINICAL NURSE PRACTITIONER REF NO: REFS/018460 (1 POST)**

SALARY : R456 489 – R497 193 per annum (within OSD framework)
CENTRE : Zanele Mbeki Frail Care Centre
REQUIREMENTS : Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANCA as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative Skills in Primary Health Care accredited with the SANC. Registration with SANC as Professional Nurse. A minimum of 4 years appropriate / recognizable nursing experience after registration as professional nurse with the SANC in general nursing. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes, and procedures. Knowledge and understanding of nursing care practice and procedures applicable in the institution. Skills and competencies: Project Management, Analytical, report writing monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Ms Z Nhlapo Tel: (011) 8177303.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/269 : **SOCIAL WORK SUPERVISOR GRADE 1 (PROBATION AND CANALIZATION) REF NO: REFS/018088 (1 POST)**

SALARY : R432 348 – R500 715 per annum (within the OSD Framework)
CENTRE : West Rand Region
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker. A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : Provision of diversion programme and to ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Provisioning of homebased supervision programme. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Provisioning of programme for awaiting trial children in conflict with the Law. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Social Crime Awareness and Prevention Programme. Keep up to date with new developments in the social work field.

ENQUIRIES : Ms K Phofa Tel: (011) 950 7700

- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/270** : **SOCIAL WORK SUPERVISOR GRADE 1 (SOCIAL CASES) (X5 POSTS)**
- SALARY CENTRE** : R432 348 – R500 715 per annum (within the OSD Framework)
Mary Moodley CYCC REFS/018036 (1 Post)
Mary Moodley CYCC REFS/018112 (3 Posts)
Sedibeng Region REFS/017804 (1 Post)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.
- DUTIES** : Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Supervise and advise social workers, social auxiliary workers, social work learners and volunteers to ensure an effective social work service. Manage performance, conduct and discipline of supervisees. Keep up to date with new developments in the social work field. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
- ENQUIRIES** : Ms TD Chauke Tel: 011 964 8700 Mary Moodley CYCC and Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/271** : **SOCIAL WORK SUPERVISOR (INTAKE FIELD AND FOSTER CARE) (X6 POSTS)**
- SALARY CENTRE** : R432 348 – R500 715 per annum (within the OSD Framework)
Ekurhuleni Region and West Rand Region
Ekurhuleni Region REFS/018085 (2 Posts)
JHB Region REFS/018113 (1 Post)
West Rand Region REFS/017773.(3 Posts)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use

resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Supervise and advise social workers, social auxiliary workers, social work learners and volunteers to ensure an effective social work service. Manage performance, conduct and discipline of supervisees. Keep up to date with new developments in the social work field. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms K Phofa Tel: (011) 950 7700 West Rand Region,
Ms. Ziyanda Noncolela Tel: (011) 820 0429 Ekurhuleni Region
Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/272 : **SOCIAL WORK SUPERVISOR GRADE 1 NPO PARTNERSHIP REF NO: REFS/018089 (1 POST)**

SALARY : R432 348 – R500 715 per annum (Within the OSD framework)
CENTRE : West Rand Region
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : To ensure that a social work service with regards to the care support, protection and development of vulnerable individuals, groups families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.

ENQUIRIES : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/273 : **SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R432 348 – R500 715 per annum (Within the OSD framework)
CENTRE : Ga-Rankuwa Rearabilwe CYCC REFS/017798 (1 Post)
Itireleng RCFD REFS/017844 (1 Post)
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : To ensure that a social work service with regards to the care support, protection and development of vulnerable individuals, groups families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.

ENQUIRIES : Mr M Netshikulwe Tel No: (012) 700 9444 Ga-Rankuwa Rearabilwe CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/274 : **ASSISTANT DIRECTOR: AUXILLIARY SUPPORT (X2 POSTS)**

SALARY CENTRE : R424 104 per annum (plus benefits)
Sedibeng Region REFS/017809 (1 Post)
Ekurhuleni Region REFS/018051 (1 Post)

REQUIREMENTS : A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's licence. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public-Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing, Communication, Planning & Organizing, Computer Literacy (MS Office Packages).

DUTIES : Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances, and disciplinary matters. Manage the preparation and submission of reports as required

ENQUIRIES : Ms Bridgette Nkeane Tel: (016) 930 2096
Ms. Ziyanda Noncolela Tel: (011) 820 0429 Ekurhuleni Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/275 : **ASSISTANT DIRECTOR (ADMINISTRATION AND AUXILIARY SERVICES) REF NO REFS/017814 (1 POST)**

SALARY CENTRE : R424 104 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC

- REQUIREMENTS** : A three-year tertiary qualification in Public Administration/Human Resource Management/ Finance management/Supply Chain Management with 3-5 years' supervisory experience in general administration in public service. A valid driver's licence. Knowledge of legislation, and policy framework governing Human Resource/Financial Management/Supply Chain/Facilities. Management in the Public Sector. Skills and Competencies. Financial Management and report writing skills, Communication, ability to intervene and resolve conflict, problem solving, planning, and organizing, understanding, assertive and caring.
- DUTIES** : Manage Human Resource Management, Finance, and Supply Chain functions. Oversee general administration support functions including food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects, in the institution. coordinate the implementation of Occupational Health and Safety Programme.
- ENQUIRIES** : Mr Mpfariseni Netshikulwe Tel: (012) 700 9444
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/276** : **ASSISTANT DIRECTOR: NPO FUNDING REF NO: REFS/017806 (1 POST)**
- SALARY** : R424 104 per annum (plus benefits)
- CENTRE** : Johannesburg Metro Region
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Accounting /Auditing/ Financial Management with 3-5 years Supervisory level experience in the field of Finance Environment. A valid driver's license. Knowledge and understand of PFMA, Policy on Financial rewards and other policy and legislative frameworks regulating NPO funding in the Public Service. Knowledge and understanding Departmental NPO funding processes and procedures and treasury regulations. Knowledge of Departmental Policy Framework. Skills: Customer Relationship Management, Financial Management, Analytical, Negotiation, Report writing, Interpersonal, Monitoring and Evaluation, Planning and organizing, Leadership, People Management, Communication and Coordination and facilitation skills.
- DUTIES** : Facilitation of adjudication and NPO budget approval process. Verify the SLA and budget approval of NPOs. Create an approved service contract for NPOs. Reconcile and verify newly created service contract of NPOs. Analyse expenditure reports on subsidy payment from NPOs on quarterly basis for tranche payments to inform the next quarter. Facilitate in the institutional capacity building committee. Assessment on the implementation of financial manual. Manage staff development, training, leave plan, staff performance, distribute workload, and monitor and analyse monthly reports from staff
- ENQUIRIES** : Ms CS Dukwana Tel: (011) 355 9502 – JHB Metro Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/277** : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: REFS/017815**
- SALARY** : R410 289 - R 577 338 per annum (within OSD framework)
- CENTRE** : Ekurhuleni Region
- REQUIREMENTS** : A three-year tertiary qualification in Community Development, Development Studies or Social Sciences (with Community Development as a method) and a minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the point where people interact with their environment in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Presentation skills, problem solving skills, computer literate,

- written and verbal communication skills, research and report writing skills, financial management and supervisor skills.
- DUTIES** : Supervise the identification, facilitation, and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players (internal and external) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.
- ENQUIRIES** : Ms. Ziyanda Noncolela Tel: (011) 820 0429
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/278** : **SENIOR ADMINISTRATIVE OFFICER: NPO MONITORING & EVALUATION (X2 POSTS)**
- SALARY** : R359 517 per annum plus benefits
- CENTRE** : west rand region REFS/017821 (1 Post)
tshwane region REFS/017827 (1 Post)
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and Power Point. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Supervisory experience will be an added advantage. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.
- ENQUIRIES** : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region
Mr Atholohang Kotsedi Tel: (012) 359 3314 Tshwane Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<u>POST 22/279</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EPWP CO-ORINATORREF NO: REFS/017825</u>
<u>SALARY</u>	:	R359 517 per annum plus benefits
<u>CENTRE</u>	:	West Rand Region
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF level 6/7) in Community Development/Public Administration/Management/Social Science with 2 – 3 years' experience at supervisory level in basic Community Home Based Care Programmes. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating Community Home Based Care Programs, policies and processes applicable in Social Welfare Sector. Skills & Competencies: Analytical, report writing, interpersonal, leadership, planning and organizing, community development, communication, monitoring and evaluation. The individual must be development orientated, caring and sensitive to vulnerable groups.
<u>DUTIES</u>	:	Monitoring of norms and standards based on CHBC's. Conduct site inspections and identifying of deviations within CHBC's. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the identification of work opportunities in the CHBC sector. Assist in the placement of home-based care givers within the Expanded Public Works Programme. Identify vulnerable households in need of psycho-social support services. Monitor the implementation and compliance of psycho-social support services to norms and standards.
<u>ENQUIRIES</u>	:	Ms IG Rankudu Tel No: (011) 950 7775
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/280</u>	:	<u>SOCIAL WORKER GRADE 1 X 12 PROBATION AND CANALIZATION</u>
<u>SALARY</u>	:	R294 411 – R647 325 per annum (within the OSD framework)
<u>CENTRE</u>	:	Sedibeng Region REFS/018069 (1 Post) Tshwane Region REFS/018069 (3 Posts) Johannesburg Metro REGION REFS/018069 (6 Posts) West Rand Region REFS/018069 (2 Posts)
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families, and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine, and plan programmes to render the recommended interventions efficiently, effectively, and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply, and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers, and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes, and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

- ENQUIRIES** : Mr ST Mmakola Tel: 011 227 0205
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/281** : **SOCIAL WORKER GRADE 1 INTAKE FIELD AND FOSTER CARE REF NO: REFS/018066 (22 POSTS)**
- SALARY CENTRE** : R294 411 – R647 325 (within the OSD framework)
: Tshwane Region (X11 Posts)
: Sedibeng Region X2 Posts
: West Rand Region (X9 Posts)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families, and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine, and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

**ENQUIRIES
APPLICATIONS**

: Mr ST Mmakola Tel: 011 227 0205
 : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/282

: **SOCIAL WORKER GRADE 1 REF NO: REFS/018069 (12 POSTS)**

**SALARY
CENTRE**

: R294 411 – R647 325 (within the OSD framework)
 : West Rand Region (X2 Posts)
 : Tshwane Region (X3 Posts)
 : Sedibeng Region (X1 Post)
 : Johannesburg Metro Region (X6.Posts)

REQUIREMENTS

: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES
APPLICATIONS

: Mr ST Mmakola Tel: 011 227 0205
 : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/283

: **SOCIAL WORKER GRADE 1 (SOCIAL CARE) REF NO: REFS/018072 (X2 POSTS)**

SALARY
CENTRE

R294 411 – R647 325 (within the OSD framework)
 J.W. Luckhoff CYCC (X1 Post)
 Igugulethu CYCC (X1 Posts)

REQUIREMENTS

: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Identify and make

recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES : Mr ST Mmakola Tel: 011 227 0205
APPLICATION : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/284 : **PROFESSIONAL NURSE (GENERAL NURSE) REF NO: REFS/018095 (X1 POSTS)**

SALARY : R293 670 – R337 860 per annum (within the OSD framework)
CENTRE : DR Fabian & Florence Rebeiro Treatment Centre
REQUIREMENTS : Basic R425 qualification (e.g., Diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures, knowledge and understanding of nurse care practice and procedures applicable in the institution. Skills and competencies: project management analytical report writing, monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms TD Chauke Tel:(011) 964 8700 Mary Moodley CYCC and Ms Samantha Hutchinson Tel (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/285 : **PROFESSIONAL NURSE (GENERAL NURSE) REF NO: REFS/017835 (2 POSTS)**

SALARY : R293 670 – R337 860 per annum (within the OSD framework)
CENTRE : Zanele Mbeki Frail Care Centre
REQUIREMENTS : Basic R425 qualification (e.g., Diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures, knowledge and understanding of nurse care practice and procedures applicable in the institution. Skills and competencies: project management analytical report writing, monitoring and

		evaluation, communication, people management skills, interpersonal skills and leadership skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms Z Nhlapho Tel:(011) 8177303) Zanele Mbeki.
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/286</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R251 283 – R288 726 per annum (within the OSD Framework)
	:	West Rand Region REFS/017847 (2 Posts)
	:	Sedibeng Region REFS/017848 (1 Post)
	:	Ekurhuleni Region REFS/017849 (1 Post)
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification. Knowledge of Community Development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environment in order to promote self- empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and competencies: Honest and integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<u>DUTIES</u>	:	Identify, plan, and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders for effective empowerment of communities to achieve sustainable livelihoods. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g., in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform ministrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region a Ms Z Noncolela Tel. (011) 820 0429 Ekurhuleni Region.
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/287</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R231 339 – R258 339 per annum (within the OSD Framework)
	:	JW Luckhoff CYCC REFS/018092 (1 Post)
	:	Walter Sisulu CYCC REFS/017866 (1 Post)
<u>REQUIREMENT</u>	:	Three (3) year qualification in Child and Youth Care. Seven (7) years' experience in a Child and Youth Care Facility and three (3) years' experience. Registered with South African Council for Social Service (SACSSP) and registration at the Professional level. Assist and support staff with social challenges impacting on their performance. Quality control of work delivered by supervisees. General supervision of the relevant staff. Maintain a healthy interpersonal relationship with staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard. Driver's license will be an added advantage.

- DUTIES** : To supervise the provision of care and developmental life space to children and youth in need of care and in conflict with the law, oversee the access of children/youth to medical services and oversee implementation of planned activities, developmental and therapeutic programmes and basic life span. Knowledge and understanding of Legislative & Policy Framework regulating Child and Youth Care Centre, Supervision skills, Communication skills, ability to Intervene problem solving, Planning and Organizing People management skills, Intervention skills, Non-Judgmental, Understanding, Assertive, Caring, Creative, staff with social challenges impacting on their performance, Quality control of work delivered by previces and general supervision of the relevant staff.
- ENQUIRIES** : Ms MCJ Fouche Tel. (010) 344 1280 JW Luckhoff CYCC
Mr MC Modika Tel: (011) 983 0010 Walter Sisulu CYCC
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/288** : **HUMAN RESOURCE CLERK (X7 POSTS)**
- SALARY CENTRE** : R202 233 per annum (plus benefits)
Tshwane Region REFS/017942 (1 Post)
Ga-Rankuwa Rearabilwe CYCC REFS/018017 (1 Post)
Johannesburg Metro Region REFS/018037 (2 Posts)
Don Mattera CYCC REFS/017936 (1 Post)
Zanele Mbeki Frail Care Centre X2 REFS/018020
- REQUIREMENTS** : Grade 12/equivalent (NQF Level 4). Ability to capture data operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Skills and Competencies: Job Knowledge, Communication, Interpersonal relations, and flexibility. Competencies: Computer operating skills, Planning and organisation, Language, good verbal and written communication skills, Honestly and integrity, communication, flexibility and teamwork.
- DUTIES** : Implement Human resource administration practices, such as Recruitment, Administration of Leave. Coordination of Training and Development initiatives, Termination of service, Administration of PMDS and Labour Relations matters, Address Human Resource queries.
- ENQUIRIES** : Mr. A Kotsedi Tel. (012) 359 3314 Tshwane Region,
Mr. M Netshikulwe Tel. (012) 700 9444 Ga-Rankuwa Rearabilwe CYCC
Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki Frail Care Centre.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/289** : **SUPPLY CHAIN CLERK (X4 POSTS)**
- SALARY CENTRE** : R202 233 per annum (plus benefits)
Igugulethu CYCC REFS/017933 (2 Posts)
Don Mattera CYCC REFS/017923 (1 Post)
Desmond Tutu REFS/017928 (1 Post)
- REQUIREMENTS** : Grade 12 (NQF Level 4) certificate or equivalent. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.
- DUTIES** : Render assets management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Capture specification on electronic purchasing system. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database.

- Receive request for goods from end users. Issue goods to end users, maintain good registers. Update and maintain register of suppliers
- ENQUIRIES** : Mr. MW Fari Tel. (011) 916 4157 Igugulethu CYCC,
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Mr. D Barnard Tel. (012) 546 0640 Desmond Tutu CYCC.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/290** : **ADMINISTRATION CLERK REF NO: REFS/017956 (1 POST)**
- SALARY** : R202 233 per annum (plus Benefits)
CENTRE : Ga-Rankuwa Rearabilwe CYCC
REQUIREMENTS : 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. Teamwork, Computer skills, filling, good, planning and organization, language and good verbal and written communication, must be able to work under pressure and work independently.
- DUTIES** : Render general clerical support services record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Provide supply chain clerical support services within the component. Liase 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. Provide personnel administration clerical support services within component. 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
- ENQUIRIES** : Mr. M Netshikulwe Tel. (012) 700 9444
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/291** : **ADMINISTRATION CLERK: NPO MONITORING AND EVALUATION (X2 POSTS)**
- SALARY** : R202 233 per annum (plus benefits)
CENTRE : West Rand Region REFS/017882 (1 Post)
Ekurhuleni Region REFS/071878 (1 Post)
REQUIREMENTS : Grade 12. Computer literacy in Microsoft package-Word PowerPoint and advanced Excel, skills, and competencies; Honestly and integrity, communication, flexibility, and teamwork. Basic financial, administrative. Good verbal and written communication, interpersonal, analytical and computer skills. DUTIES: Render general clerical support services record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Provide supply chain clerical support services within the component. Liase 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. Provide personnel administration clerical support services within component. 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.
- ENQUIRIES** : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region
Ms. Z Noncolela Tel. (011) 820 0429 - Ekurhuleni Region.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of

candidates is subject to positive vetting and verification requirements as per government policy and procedures.

- POST 22/292** : **CHILD AND YOUTH CARE TEAM LEADER GRADE 1 (X9 POSTS)**
- SALARY CENTRE** : R184 455 – R205 770 per annum (within the OSD Framework)
: Emmasdal CYCC REFS/017898 (4 Posts)
DR Fabian & Florence Rebeiro Treatment Centre REFS/017890 (1 Post)
Walter Sisulu CYCC REFS/017915 (3 Posts)
JW Luckhoff CYCC REFS/017907 (1 Post)
- REQUIREMENTS** : National Diploma in Child and Youth Care, 7 years' experience in a Child and Youth Care Facility and Registered with the South African Council for Social Service Professions (SACSSP). Skills and Competencies: Knowledge and understanding of Legislative and Policy Framework regulating Child and Care Practices. Knowledge and understanding of procedures and processes governing Child and Youth Care Work, Supervision. People Management, Intervention, Conflict Resolution Skills, Non-Judgmental, understanding, Sensitivity and passion for children and youth. DUTIES: Supervise Child and Youth Care Workers. Perform inspections during shifts and report on incidents and problems identified. Advise and monitor Child and Youth Care Workers. Perform administrative work relating to completion of daily registers and attendance registers by Child and Youth Care Workers.
- ENQUIRIES** : Mr M Mbedana Tel. (016) 340 1083 Emmasdal CYCC,
Ms Samantha Hutchinson Tel (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre, Mr Calvin Modika Tel. (011) 983 0010 Walter Sisulu CYCC
Ms MCJ Fouche Tel. (010) 344 1280 JW Luckhoff CYCC.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/293** : **SOCIAL AUXILIARY WORKER GRADE 1 (X19 POSTS)**
- SALARY CENTRE** : R174 702 – R194 808 per annum (Within the OSD Framework)
: West Rand Region REFS/018116 (2Post)
: Ekurhuleni Region REFS/017916 (9 Posts)
Desmond Tutu CYCC REFS/018115 (2 Post)
Sedibeng Region REFS/017958 (1 Post)
Johannesburg Metro Region REFS/017924 (1 Post)
DR Fabian & Florence Rebeiro Treatment Centre REFS/017946 (3 Posts)
DR Fabian & Florence Rebeiro Treatment Centre REFS/01794 (3 Post)
- REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Services Professionals (SACSSP) as Social Auxiliary Worker. Registration with the Council for Social Services Professionals as Social Auxiliary worker. Knowledge and understanding of Social Work field disseminate basic information on legislation, policies in the Social Work Field. Driver's license will be an added advantage.
- DUTIES** : Provide assistance and support to Social Workers with the rendering of a Social Work Service with regard to the care support, protection and development of vulnerable individuals, groups, families, and communities through the relevant Departmental programmes. Assist Social Workers to attend to any other matters that could result in or stem from Social Instability in any form. Monitor and study the Social Services legal and policy framework continuously. Attend meetings, workshops, symposia, conferences, and any other relevant development activities take cognizance of the latest developments in the relevant field.
- ENQUIRIES** : Ms. RLN Mogwera Tel. (011) 950 7700 West Rand Region
Ms. Ziyanda Noncolela. Tel. (011) 820 0429 Ekurhuleni Region
Mr. Deon Barnard: Tel. (012) 546 0640 Desmond Tutu CYCC
Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region
Ms. Samantha Hutchinson Tel:(012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre and Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of

candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/294 : **FOOD SERVICES SUPERVISOR REF NO: REF: REFS/017904 (1 POST)**

SALARY : R171 537 per annum (plus benefits)
CENTRE : JW Luckhoff CYCC
REQUIREMENTS : NQF Level 3 (ABET Level 4). 3-5 years food services experience. Knowledge and understanding of procedures and processes regulating food services functions in the public service and food services in Head Office. Skills and competencies: Problem solving, analysis, customer focus and responsiveness, communication, and information management, interpersonal, planning and organizing skills.

DUTIES : Supervise all activities in the food services, including food preparation, distribution and serving. Maintain hygiene and safety measures. Ensure that all equipment is in good working order, and it is used effectively. Ensure replacement or repair of faulty/outdated equipment. Responsible for ordering, receiving, storage, stock control and stock taking. Supervising Boardroom Bookings System. Responsible for completing monthly statistics. Perform administration functions such as reports, leave management and performance management.

ENQUIRIES : Ms MCJ Fouche Tel. (010) 344 1280
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/295 : **TELECOM OPERATOR (X3 POSTS)**

SALARY : R171 537 per annum (plus benefits)
CENTRE : Johannesburg Metro Region REFS/018117 (1Post)
Desmond Tutu REFS/017934 (1 Post)
Walter Sisulu CYCC REFS/017941 (1Post)

REQUIREMENTS : ABET or grade 10
DUTIES : Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.

ENQUIRIES : Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
Mr. D Barnard: Tel. (012) 546 0640 Desmond Tutu CYCC
Mr. C Modika Tel: (011) 983 0010 Walter Sisulu

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/296 : **CHILD AND YOUTH CARE WORKER GRADE 1 (X29 POSTS)**

SALARY : R166 869 – R184 455 per annum (within the OSD Framework)
CENTRE : Emmarsdal CYCC REFS/017877 (1 Post)
Garankuwa Rearabilwe CYCC REFS/017884 (1 Post)
Igugulethu CYCC REFS/017887 (3 Posts)
Don Mattera CYCC REFS/017975 (1 Post)
Walter Sisulu CYCC REFS/017891 (1Post)
DR Fabian & Florence Rebeiro Treatment Centre
REFS/017872 (1 Post)
REFS/017985 (2 posts)
REFS/017995 (2 Post)
Desmond Tutu CYCC REFS/018035 (9 Posts)

REQUIREMENTS : Grade 12 with Qualification in Child and Youth Care, none experience and Registered with the South African Council for Social Service Professions (SACSSP). Skills and Competencies: Developmental programmes, Clerical and administrative procedures, Knowledge of the rules and procedures of the care Centre, Communication, Ability to intervene and resolve conflict, Problem solving, Planning, and organizing, Understanding, Assertive and Caring.

- DUTIES** : Receive children and youth to the care facility after admission. This would include the following actions. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of Children and youth. This would entail amongst others the following. Perform administrative work relevant to the job.
- ENQUIRIES** : Ms Z Moahloli Tel: (016) 340 1083 Emmasdal CYCC,
Mr Mpariseni Netshikulwe: Tel: (012) 700 9444 Garankuwa Rearabilwe CYCC,
Mr MW Fari Tel: (011) 916 4157 Igugulethu CYCC
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Mr. Calvin Modika Tel: (011) 983 0010 Walter Sisulu CYCC
Ms Samantha Hutchinson Tel: (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/297** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: REF: REFS/017962 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R166 869 – R184 455 per annum (within the OSD Framework)
: Sedibeng Region
: Grade 12 qualification. A valid driver's licence. Proficiency in computers and inventories would be an added advantage. Basic knowledge of community development/work, attributes, and values for engagement in the social development of communities. Communication skills.
- DUTIES** : Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following: Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources, and the state of the community. Community and Households Profiling: Assess the community's structures, households need, background information including historical, needs profile, resources, and strengths. Strengthen and build structures that can assist in this regard. Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following: Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof. Assist with the application of the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities. Assist to monitor NPOs to ensure that they are in compliance with the NPO and PFMA Acts. Provide assistance to facilitate, coordinate and participate in various awareness campaigns, and public aimed at educating communities and other stakeholders on self-empowerment.
- ENQUIRIES APPLICATIONS** : Mr Thabo Okker Tel: (016) 930 2029
: The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/298** : **NURSING ASSISTANT GRADE 1 (X7 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R157 761 – R175 728 per annum (within the OSD Framework)
: Zanele Mbeki Frail Care Centre REFS/017921 (3 Posts)
: Igugulethu CYCC REFS/017914 (4 Posts)
: Qualification that allows registration with SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Knowledge of nursing care. Processes and procedure, and other relevant legal framework such as: Nursing

- Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho-Pele principles, Public Service Regulation, Competencies: Elementary communication skills. Elementary writing skills. Ability to function as part of a team. Interpersonal skills. Attributes: Responsiveness, Reactiveness and Professionalism.
- DUTIES** : Assist patients with activities of daily living (physical. Provide elementary clinical nursing care). Maintain professional growth/ethical standards and - development.
- ENQUIRIES** : Mr. MW Fari Tel. (011) 916 4157 - Igugulethu CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki Frail Care Centre.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/299** : **TRADESMAN AID (X2 POSTS)**
- SALARY CENTRE** : R147 036 per annum (plus benefits)
DR Fabian & Florence Rebeiro Treatment Centre
REFS/018032 (1 Post)
REFS/018034 (1 Post)
- REQUIREMENTS DUTIES** : Grade 10, 1 year required in general maintenance operations.
Perform duties in accordance with instructions and the OHS Act, make all tools and materials available before commencing with work. Clean areas on completion of work. Make inputs to the job cards and following up on outstanding work and make inputs to reporting on schedule.
- ENQUIRIES** : Ms Samantha Hutchinson Tel: (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/300** : **HANDYMAN REF NO: REFS/017994 (1 POSTS)**
- SALARY CENTRE** : R147 036 per annum (plus benefits)
Itireleng RCFD
- REQUIREMENTS** : Grade 10 certificate or equivalent (NQF Level 3) and 0 to 6 months trade related experience.
- DUTIES** : Identification and repairing of basic infrastructure defaults, Maintenance of basic infrastructure requirements and Reporting of complex infrastructure defaults
- ENQUIRIES APPLICATIONS** : Mr. M Mokwena Tel: (012) 744 3400
The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/301** : **STORES ASSISTANT REF: REFS/018027 (X2 POSTS)**
- SALARY CENTRE** : R125 373 per annum (plus benefits)
DR Fabian & Florence Rebeiro Treatment Centre
- REQUIREMENTS** : Grade 10. Knowledge of basic procurement procedures and processes in the public sector. Skills and competencies: basic record keeping and numeracy skills, orderliness, procedural and systematic.
- DUTIES** : Keep record of consumable goods, food, clothes, garments and detergent items on VA forms. Issue consumable goods, update the stock records on the Bin cards as per issued stock. Safeguard stock on consumable goods control access to stores. Proper layout of the stores, mark shelves as per consumable goods, identification of stock for disposal and conduct spot checks on conditions of stock.
- ENQUIRIES** : Ms Samantha Hutchinson Tel:(012) 734 8325 - Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/302 : **HOUSEHOLD AID (X7 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Emmasdal CYCC REFS/018018 (1 Post)
: DR Fabian & Florence Rebeiro Treatment Centre REFS/018016 (1 Post)
: Garankuwa Rearabilwe Child And Youth Care Centre REFS/018030 (1 Post)
: Zanele Mbeki Frail Care Centre REFS/018023 (4 Posts)

REQUIREMENTS : Grade 8 (NQF level 1 or 2 (Abet level 2 certificate or equivalent).). No experience required, Knowledge of housekeeping procedures. Must be clean and neat. Skills and Competencies: Basic tidying, stitching, and knitting skills.

DUTIES : Ensure cleanliness and tidiness of the areas allocated for cleaning Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms, and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and faulty machine/equipment. Clean the boardroom, arranging chairs, water, glasses, and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr. M Sebiloane Tel: (016) 340 1031 Emmasdal CYCC,
Ms. S Hutchinson Tel: (012) 734 8325, Dr Fabian & Florence Rebeiro Treatment Centre

Mr. M Netshikulwe: Tel: (012) 700 9444 – Ga-rankuwa Rearabilwe CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/303 : **GROUNDSMAN (X2 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Igugulethu CYCC REFS/017947 (1 Post)
: Itireleng RCFD REFS/017976 (1 Post)

REQUIREMENTS : Abet (Adult Basic Education & Training). Basic knowledge of gardening services, Basic application of garden tools.

DUTIES : Maintain premises and surroundings. Empty dirt bins. Maintenance of Garden, Water plants and lawn, Prune and trim flower and trees, Mow the grass, remove weeds and garden refuse, maintain gardening equipment and, Detect and report malfunctioning of gardening equipment and tools, Repair minor defects of gardening equipment.

ENQUIRIES : Mr MW Fari Tel: (011) 916 4157 Igugulethu CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/304 : **FOOD SERVICE AID (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Don Mattera CYCC REFS/017932 (5 Posts)
: DR Fabian & Florence Rebeiro Treatment Centre REFS/018013 (1 Post)

REQUIREMENTS : Grade 10. No working experience, Skills, and Competencies: interpersonal skills must have the ability to cook, clean and wash dishes.

DUTIES : 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.

ENQUIRIES : Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCCMs S Hutchinson
Tel: (012) 734 8325 – Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/305 : **CLEANER (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC X2 REFS/017902 (2 Posts)
Igugulethu CYCC REFS/017912 (3 Posts)
Itireleng RCFD REFS/017970 (1 Post)

REQUIREMENTS : ABET level 2 certificate or equivalent (NQF level 1 or 2). Knowledge and skills: Basic sweeping, basic dusting, basic literacy, interpersonal skill. Personal attribute: self-driven, neatness and hygienic.

DUTIES : Clean office environment. Sweep and polish outside floors, clean and dust outside door panels and outside windows. Clean outside dustbins for refuse collection, refill the refuse bag and disinfect the area. Clean canteen floor, windows as well as dusting canteen walls and ceilings.

ENQUIRIES : Mr MW Fari Tel. (011) 916 4157 Igugulethu CYCC
Mr Mpariseni Netshikulwe Tel. (012) 700 9444 Garankuwa Rearabilwe CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/306 : **LAUNDRY AID (X3 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC REFS/017953 (2 Posts)
Zanele Mbeki Frail Care Centre REFS/018021.(1 Post)

REQUIREMENTS : Abet level 2 certificate or equivalent (NQF Level 1 or 2)

DUTIES : Preparation of clothes, linen and other washable items, Washing of clothes, drying of clothes and Ironing of clothes.

ENQUIRIES : Mr. M Netshikulwe Tel. (012) 700 9444 Garankuwa Rearabilwe CYCC and Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : Applications should be submitted online at <http://professionaljobcentre.gpg.gov.za>,

CLOSING DATE : 14 July 2023

NOTE : using new Z83 form obtainable from any Public Service Department or the internet www.dpsa.gov.za/documents accompanied by a detailed CV only. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served. For Attention / Enquiries: Ms. Vivien Khanye (011) 355 - 2606 / Mr. Nkhumeleni Magadze (011) 355 – 2720 Mr. Ouwen Gaveni (011) 355 – 2861, For more information regarding the duties of the posts: visit www.dpsa.gov.za-vacancies, dated 30 June 2023

MANAGEMENT ECHELON

<u>POST 22/307</u>	:	<u>DIRECTOR: INFRASTRUCTURE DEVELOPMENT REFS/017889</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R1 162 200 per annum (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a Degree qualification in Built environment (NQF Level 7) as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management in Infrastructure Management and Project Management environment. A valid driver's license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Knowledge: Construction Industry Development Board Act of 2000 and Regulations; All best Practices Guides issued by the Construction Industry Development Board; Council for Built Environment Act of 2000; PFMA / DoRA / Treasury Regulations / Practice Notes / Instructions / Circulars; Provincial / Departmental Supply Chain Management Policies; Promotion of Access to Information Act (PAIA); Promotion of Administration Act (PAJA); National Building Standards Act and Regulations; Occupational Health and Safety Act and Regulations; Expanded Public Works Programme; Broad based Black Empowerment Act; Preferential Procurement Act and Regulations; Government Immovable Asset Management Act; Public Service Act and Regulations; Labour Relations Act. Skills: Decision making; Management of projects; Analytic skills; Negotiation skills; Financial management; Strategic and operational; Planning and organizing; Problem solving; Conflict management; Verbal and written communication. Leadership; Computer literacy; Report writing. Relationship management.
<u>DUTIES</u>	:	Direct the customization of national policies, norms and standards for infrastructure. Manage the application of costs norms in terms of infrastructure projects. Direct and improve infrastructure plans and inputs to the Provincial Infrastructure Plan; Departmental Strategic Plan; Annual Performance Plan and Annual Report. Direct integrated and seamless planning between commissioning of buildings and associated equipment. Review the Medium Term, Annual and Adjustment Budgets including motivations for roll overs and direct finalized submissions. Direct land identification, acquisition and appropriateness including provision of services. Manage the provision of special data, information and maps. Direct and approve the infrastructure Programme Management Plan which includes the delivery management procurement strategy, construction procurement strategy and plan. Review and sign off the Infrastructure Programme Implementation Plan. Direct regular site visits and monthly progress reports. Manage condition assessments of provincial and budgets through GDID. Direct implementation of OHS at all provincial owned infrastructure. Effective management of purchase orders, payments and authorization in line with delegations. Direct the implementation of monitoring over Municipalities in terms of the maintenance of infrastructure. Direct the needs and allocation of professional built environment services to different sub-directorates. Manage professional architectural, quantity surveying and engineering services. Manage the spending of the infrastructure grant (ECD grant) to achieve value for money. Manage the infrastructure grant budget to support the realization of Departmental services. Use of funds in Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake planning for future human resources need. Manage performance and development. Establish and maintain effective and efficient communication arrangements. Develop and implement the operational plan.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

OTHER POSTS

<u>POST 22/308</u>	:	<u>DEPUTY DIRECTOR: VISUAL ARTS, CRAFT AND DESIGN REFS/017906</u> Directorate: Creative Industries
<u>SALARY</u>	:	R811 560.per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg, Region A & E

<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a recognized undergraduate qualification in bachelor's degree/ Advanced Diploma (NQF Level 7). National Diploma (NQF Level 6) in Arts and Culture or relevant qualification. A minimum of 3-5 years' experience in Middle management/ Assistant Director in the relevant field. A valid driver's license. Knowledge and understanding: Knowledge of principles, legislation and policies related to cultural and creative industries. Computer Literacy. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; stakeholder management, problem solving, service delivery innovation, leadership, risk management, Interpersonal relations; budgeting, analytical thinking and research. Ability to relate different matters which have common denominators.
<u>DUTIES</u>	:	To support policy regulatory direction in the cultural and creative industries. Assist in developing policies in the Visual arts, craft and design. Manage, planning, development, coordination of Visual arts, craft and design programmes. To coordinate exhibition and trade fairs. Facilitate interaction with all stakeholders in the sector. To initiate, support and facilitate research and development in the sector. To support in the implementation of the Creative Industries sector policies and strategies. Provide input into the compilation of the strategic and operational plans for the Directorate. Manage the implementation of the workplans. Monitor the development and implementation of programs and projects for creation of quality jobs and income generating opportunities.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
<u>POST 22/309</u>	:	<u>DEPUTY DIRECTOR: IGR PARTNERSHIP AND SPONSORSHIP REFS/017899</u> Directorate: Inter-governmental Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560.per annum (All-inclusive package) Johannesburg
<u>DUTIES</u>	:	The successful candidate must have Grade 12 Certificate plus a 3-year National Diploma (NQF 6)/ degree (NQF 7) in Business Management, Financial Management, Project Management or relevant qualification. Minimum 3-5 years' experience in a relevant field of which at least 3 years should be in supervisory/middle management position. Skills: Organizing. Report Writing. Computer Literacy. Interpersonal relationship. Problem Solving. Management of Projects. Budgeting. Accountability. Conflict Management. Analytic Skills. Verbal and Written communication. Presentation and Training. Supervision. Planning. Knowledge: Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Report writing procedures. Departmental mandate and core programme.
<u>ENQUIRIES</u>	:	Assist in facilitation of Implement the IGR Strategy. Assist in co-ordination IGR meetings and related Logistics. Assist in facilitating and coordinating implementation of resolutions of the IGR meetings. Assist in liaison with Municipalities and other spheres of Government on any sector development. Assist in monitoring of implementation of joint plans with municipalities. Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606
<u>POST 22/310</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE REFS/017899</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (All-inclusive package) Johannesburg, Region A & E
<u>DUTIES</u>	:	The successful candidate should have Grade 12 certificate plus, a 3-year tertiary qualification, National Diploma (NQF level 6) Bachelor's Degree (NQF Level 7) in Language studies. A minimum of 3-5 years' experience as an Assistant Director/middle management position. Skills: Organizing, Ability to operate computer (both hardware and software), Problem solving, Conflict Resolution, Project Management, Policy Analysis and development, Policy /objectives formulation, budgeting, Facilitation, Research, Analytical thinking, Ability to relate to different matters which have common denominators, interpersonal relationships and maintaining discipline. Knowledge: Basic financial procedure that must be followed during (e.g., receiving of finds) payment on behalf of the State. Financial regulations and instructions which

mist be followed during the normal course of work that could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/ guidelines. Maintaining discipline and motivating personnel. Assisting in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilization of personnel. How to supply training which are normally in the day to day in house training of subordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and coordination of own work and that of subordinates. Basic knowledge required to operate a computer system including knowledge of work processing and spreadsheet packages. Detail knowledge of the operation /utilisation of specific computer packages and efficient utilisation of both hardware and software.

DUTIES : Monitor the development of language in the province. Develop and review language policies. Liaise with academic institutions on language terminology development. Conduct research for the development of languages. Monitor and ensure adherence to policies. Monitor the implementation of language development of all languages.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2720/2861/2606

POST 22/311 : **DEPUTY DIRECTOR: TRANSFORMATION PROGRAMMES REFS/017922**
Directorate: Transformation Programmes

SALARY : R811 560.per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, A bachelor's degree in Public Administration or Equivalent, plus a 3–5 years relevant experience. Skills: Decision making. Analytic skills. Negotiation. Financial management. Strategic and operational. Planning and organizing. People management. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. PFMA. Report writing. Relationship management. Management. Computer literacy. HR intranet operation and internet utilization. Business performance management. Human resource Management and Administration. Customer relationship management. Knowledge: PFMA. Public service legislation. Understanding of expectations of customers. Management information knowledge. HR case management/ Database system operation.

DUTIES : Assist to develop transformational policies, programmes and strategies and monitor the implementation therefor. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Attend and administer forums and engage stakeholders on the promotion and implementation of programmes and projects. Engage tools to monitor, evaluate and report on the attainment of policies, programmes, strategies, and set departmental targets. Administer and report on impact assessments and report thereon. Develop communication and implementation plan. Measure performance on continuous basis and develop and implement corrective actions, Identify strategic partners. Develop business proposition and plan as well as service level agreement. Regular performance assessments of transformation services delivered (based on service level agreement). Development of corrective actions where performance gaps exist.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606

POST 22/312 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REFS/017943**
Directorate: Records Management

SALARY : R811 560.per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, Plus a 3-year tertiary qualification (NQF Level 6/7) in Public Management/ Office Management with 3-5 years' middle management experience. Skills: Analytical, Project Management, Report writing, Communication, Problem solving, Conflict management, Interpersonal, Planning and organizing, Leadership, Coordination, facilitation, and Financial Management. Knowledge:

<u>DUTIES</u>	:	Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the department's Constitutional mandate. Knowledge and understanding of standards according to National Archives Act. Knowledge and understanding of treasury regulations relating to finance records.
	:	Develop the Departmental Records Policy, Procedures and get them approved by the Head of Department. Manage the implementation of the Policy and Procedures. Conduct workshops to inform all our clients and the records staff what the policy and procedures entail. Ensuring that ethical procedures are established and consistently adhered to throughout the unit. Manage risk registers (Operational Risk Registers, Strategic Risk registers and Fraud Risk Registers). Ensure that there are proper records management system in place. Management of archives in line with the standards of National Archives Services. Management of records and storage components to determine the retention period of records. Oversee and control the maintenance and application of the filing system and list of other archives at head and regional offices. Liaise with provincial archives for the distraction records. Liaise with the National/ Provincial Archives in order to get the File Plan Approved. Report all additions and amendments to the approve Functional File Systems to the National Archives Services. Report all additions and amendments to List of other Archives. Develop the file plan for the department. Conduct physical periodical inspection and spot-checks on files. Ensure that daily files are examined to identify discrepancies on classification of documents. Management of files Systems and list of other Archives at head and Regional offices. Regular inspection of files for any contravention of records practices. Regular inspection registers. Inspection of fire-fighting apparatus for any defects. Inspect the offsite and strong rooms for hazardous elements such as leaks, light, dust and pests. Monitor staff performance, training and development. Attend staff grievance and conflict handling. Manage staff leave plan. Ensure that records staff understands their responsibility. Ensure that records staff acquires the necessary skills to manage records.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606
<u>POST 22/313</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/018136</u> Directorate: Sport and Recreation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104. per annum (plus benefits) Sedibeng, Region A The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606/Mr. Nkhumeleni Magadze Tel No: 011 355 2720

- POST 22/314** : **ASSISTANT DIRECTOR: AUDIT MANAGEMENT REFS/018007**
Directorate: Risk and Integrity Management
- SALARY** : R424 104.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Auditing/ Financial Management/ Accounting. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Completed articles would be an added advantage. Skills: Decision making, Management of projects, Technical analytic skills, Negotiation, Financial Management, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.
- DUTIES** : Co-ordinate internal and external audits processes, Provide inputs to the formulation of the audit plan covering critical processes/ activities, Tracking responses to queries from AG, GAS and legislature affecting the Office of the Chief Risk Officer, Assist to draw-up an audit action plan and track its implementation with the relevant managers, Assist in monitoring and evaluation of the effectiveness of internal control measures, Assist to coordinate engagement/ exit meetings between Line Managers, GAS and AG, Follow up with business units on information requests from Auditors within the agreed upon timelines from receipt of information requests, Verification of information prior to submission to the auditors, Monitor progress on the implementation of action plans on audit findings, Assist to co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans, Updating the tracking register upon discussions with management, Compilation and submission of progress reports on audit action plan to the Deputy Director for review prior to submission to the Director for reporting to the Governance structures, Ensure submission of POE on all action plans implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/315** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REFS/018004**
Directorate: Risk and Integrity Management
- SALARY** : R424 104. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Auditing/ Risk Management, Accounting. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Skills: The candidate must have Interpersonal Skills, Management of Project, Technical analytic skills, Negotiation, Financial management, Strategic and Operational, Planning and Organizing, Problem solving, Verbal and written communication, Leadership, Computer Literacy, Report writing and Relationship management.
- DUTIES** : Assist in the Development, review and implementation of Risk Management Policy and strategy. Assist in the development and implementation of the risk management plan. Participate in the identification of risks and assist in conducting risk assessments in the Department. Assist in tracking the implementation of risk action plans (Strategic, Operational and project risks) with the relevant Managers and logistical arrangements. Collating information for the compilation of Risk Management reports, Assist in the integration of risk management into day-to-day activities and all decision-making structures of the Department, Assist in conducting employee awareness programs on Risk Management, Assist with secretariat services to oversight committees (Risk Management Committee and Risk Champions Committee), Assist with research on best practices and benchmark with other Departments, Assist with the implementation of the National Compliance Framework, Assist in development of the compliance risk register, Track the implementation of identified actions and ensure submission of POE on all action plans implemented, Assist in updating of the SACR regulatory universe, Assist with the implementation of the combined assurance framework.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

<u>POST 22/316</u>	:	<u>ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REFS/018014</u> Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R424 104. per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The Successful candidate should have a Diploma (NQF 6)/ Degree (NQF7) in Forensic Audit/ Auditing/Compliance or relevant qualification. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Skills: Decision making. Planning and Organising. Problem solving. Conflict Management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Communication skills. Knowledge: Public Service Regulatory Framework; Public service Act; Public service Regulations; PFMA; Treasury Regulations; Batho Pele Principles; Code of Conduct; Public Service Integrity Management Framework.
<u>DUTIES</u>	:	Assist with the development of the fraud prevention plan and ethics management plan. Implementation of the fraud prevention and ethics management plan. Conduct ethics risk assessment. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of corruption risks. Ensure follow ups on the implantation of action plans on corruption risks identified. Updating of a database of cases reported on corruption and unethical conduct reflecting with status. On the investigation of cases reported. Promotion of integrity and ethical behaviour. Implementation of the code of conduct. Conduct employee educational and awareness programmes. Assist with the investigations of irregular investigations and coordinate information required for lifestyle audits.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
<u>POST 22/317</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REFS/018177</u> Directorate: Security Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate, plus a 3-year tertiary qualification (NQF Level 6/7) in Security Management/ Legal Studies with 3-5 years' experience at supervisory level, State Security Agency (SAA) security management qualification, SAMTRAC certification, Registered with PSIRA Grade A and a Valid drivers' licence. Skills: Project Management, Report writing, Communication, Problem solving, Interpersonal, Planning and Organising, Coordination, Analytical, Computer literacy and knowledge of Computer Software Programs, i.e., MS Office package, Build environment skills, Conflict management. Knowledge: Knowledge and understanding of legislative and Policy framework, procedures and processes regulating the Security Management functions in the Public Sector, Knowledge and understanding of Departmental Security Management systems, procedures and processes, Manage the implementation of Minimum Information Security Standards (MISS) and the Minimum Physical Security Standards (MPSS), Knowledge and understanding of OHS Act and regulations, SANS and ISO standards.
<u>DUTIES</u>	:	Develop, Monitor and Review Departmental physical security policies. Conduct frequent security risk assessments. Maintain up to date information and date on security personnel, processes, and procedures. Ensure that departmental; communication is relayed to all security Officials. Provide advice and guidance and safety and security measures and best practice aspects and matters. Identify and record all security risks and breaches to support decision making. Ensure contact with management on security related issues and related matters in the Department, recommend improvements to security policy where necessary. Ensure correlation with current regulations and guidelines. Manage the performance of the Department's security staff against prescribed guidelines, business requirements and targets. Implement appropriate security measures and procedures. Oversee the effective implementation of security processes. Create and build partnerships with various internal stakeholders within the Department security function to ensure alignment of security processes. Monitor the access control procedures protecting Department's employees and assets to ensure a safe environment. Ensure efficient operation, maintenance, and proper usage of intruder systems in the Department. Identify security risks, threats, and vulnerabilities in the

Department. Ensure integration of all security related aspects with regards to personnel documents, physical security, communications, computers, and surveillance activities. Manage records of security incidents. Monitor the extent of compliance. Ensure effective implementation of security recommendations. Assist in ensuring that the Department is compliant with State Security and South African Police Physical Security Standards and other security. Monitor the implementation of Minimum Information Security Standards (MISS) and Minimum Physical security Standards (MPSS). Assist in providing safety and security frameworks, protocols, and policy. Assist in ensuring that there is safe and secured environment to conduct business. Assist in ensuring proper administration of security vetting. Monitoring of technical surveillance in the Department. Implement the development of policies; guidelines; norms and standards of vetting and investigations for security clearance levels. Monitor the implementation of Minimum Information Security Standards (MISS). Monitor Personnel Security, suitability checks and screening in terms of MISS standards. Assist in ensuring that all new employees and entering posts with access to official information are vetted and relevant checks are conducted. Ensure information security audits/appraisals on personnel security systems are conducted. Monitoring of security systems CCTV, Control room, turnstile, and biometrics. Oversee the monitoring and evaluation of security contract and SLA. Ensure that the security personnel are always compliant with PSIRA act and Regulations. Ensure that security Service management Operational plan is developed, and quarterly reviews are done timeously. Monitor staff performance, training, and development. Manage staff leave plan. Attend to staff grievances and disciplinary matters.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/318 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REFS/018177**
Directorate: Office of the Chief Financial Officer

SALARY : R424 104.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus National Diploma (NQF level 6 / Degree (NQF 7) in Financial Accounting/Auditing/Management Accounting. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level/level 7 position in Petty cash controls and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application on basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies.

DUTIES : Ensure processing of procurement and sundry payments. Assists in the preparation of financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/319 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REFS/017963**
Directorate: Human Capital Management

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus a 3-year Diploma/Degree Occupational Health and Safety is required, 1-2 years relevant experience. Skills: Organizing, Computer Literacy Report writing, Analytical thinking, Interpersonal relationship and Conflict resolution, Facilitation, Research, Counselling, Supervising, maintaining discipline, Problem Solving, and Policy Analysis and Development. Knowledge: OHS Arts and Public Service Regulatory Framework.

DUTIES : To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure the compilation and maintenance of a database on statistics and outcomes. Ensure implementation of projects and programs. Implementation of policies and procedures. Review

- implement and ensure compliance with SHERQ policy. Conduct building inspections to ensure occupational health and safety of employees. Coordinate OHS meetings. Implement OHS programs. Facilitate and conduct occupational health and safety workshop.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/320** : **ADMINISTRATION OFFICER- STATUTORY BODIES REFS/018279**
Directorate: Statutory Bodies
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus a Diploma/Degree (NQF Level 6/7) in Public Administration or equivalent. A minimum of 2- 3 Years relevant experience in administration. Skills: Organising. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandum. Analytical thinking. Budget & financial management. Knowledge: Basic financial procedures to be followed during (e.g. receiving of funds) payments on behalf of the States. Basic HR matters such as what resources are available, which training is available, relations practices/ guidelines, Documents storage, tracking and retrieving. How to do basic planning i.r.o. supplies needed/processes to follow to perform tasks. How to plan for activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages & Microsoft outlook. Detail knowledge of the operation / utilization of specific computer software packages and efficient utilization of both hardware and software. Working procedures in respect of working environment.
- DUTIES** : Efficient and effective filing of correspondence. Effective and efficient opening and closing of files. Circulation of information when required. Ensure that follow up is made when receiving and sending documents to and from internal & external stakeholders. Ensuring the recording of all the received and outgoing mail or Correspondence. Updating of budget expenditure monthly. Ensuring that all internal & external enquiries are attended to. Ensure proper filing of records. Ensure efficient retrieval and provision of information. Ensure efficient circulation of information. Handling of internal & external enquiries.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/321** : **COMMUNITY LIAISON OFFICER REFS/018122 (2 POSTS)**
Directorate: Inter-Governmental Relations
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6) in Public Relations, Public Administration or relevant qualification. Relevant experience will be an added advantage. Skills: verbal and written communication, Computer Literacy, Basic report writing, People Orientated, Public relations. Knowledge: DPSA Legislation and processes. SACR mandate, vision, mission and values, SARC governance and functional structures.
- DUTIES** : Coordinate stakeholder relations with all critical stakeholders on behalf of the Department prior to events or departmental programmes hosted in communities. Coordinate transport and community mobilization in supporting co-programmes when hosting events in communities including national days. Develop and consistently update departmental stakeholder database. Make follow ups and reminders to the stakeholders about the departmental programmes. Coordinate social cohesion and nation building dialogues in communities. Organize briefing sessions or information sessions on behalf of the department e.g. Outreach programs, Imbizos, Stakeholder engagements on government services and Ntirhisano programmes.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

- POST 22/322** : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REFS/017951**
Directorate: Records Management
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus a 3-year Tertiary Qualification (NQF Level 6/7) in Public Management/Office Management /Records Management with a minimum of 2-3 years` relevant experience. Skills: Analytical Skills, Project Management Skills, Reporting writing Skills, Communication Skills, Problem Solving Skills, Conflict Management Skills, Interpersonal Skills, Planning and Organizing Skills, Leadership Skills, Coordination Skills, Facilitation Skills. Knowledge: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA, Knowledge of the Department`s Constitutional mandate, Knowledge and Understanding of standards according to National Archives Act, Knowledge and Understanding of treasury regulations relating to finance records.
- DUTIES** : Apply the Departmental Records Policy, Procedures and get them approved by the Head of Department. Implement policies and procedures regarding records management services. Coordinate workshops to inform all our clients and the records staff what the policy and procedures entail. Apply proper records management system. Ensure that archives are in line with the standards of National Archives Services. Provide information for developing the file plan for the Department. Ensure proper maintenance and application of the file system and list of other archives at head and regional offices. Ensure that the file Plan is in line with the National/Provincial Archives Standards. Provide information to report on all additions and amendments to the Approve Functional Filling System to the National Archives Services. Conduct physical periodical inspection and spot-checks on files. Examine the daily files to spot any discrepancies on classification of documents. Ensure the filling system and list of other archives at head office are in the correct order. Ensure that regular inspection of files for any contravention of records practices is conducted. Ensure regular inspection of registers. Ensure that regular inspection of fire-fighting apparatus for any defects. Ensure that there is regular inspection on the safety of the filling rooms for hazardous elements such as leaks, light, dust and pets. Manage staff development and training. Manage staff leave plan. Manage staff grievances and disciplinary matters. Manage staff work plans. Manage staff performance.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/323** : **CULTURAL OFFICER REFS/018047**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg, Region A & E
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors` Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers` License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/324** : **CULTURAL OFFICER REFS/018055**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor Ekurhuleni, Region A

- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/325** : **CULTURAL OFFICER REFS/018129 (2 POSTS)**
Directorate: Creative Arts
- SALARY** : R294 321 per annum (plus benefits))
CENTRE : East Corridor Ekurhuleni, Region B
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/326** : **CULTURAL OFFICER REFS/018130 (2 POSTS)**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Ekurhuleni, Region C & D
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/327** : **CULTURAL OFFICER REFS/018132**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Ekurhuleni, Region F
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.

- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/328** : **CULTURAL OFFICER REFS/018133 (2 POSTS)**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Tshwane, Region A
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/329** : **CULTURAL OFFICER REFS/018134**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Tshwane, Region C & D
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/330** : **CULTURAL OFFICER REFS/018135**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Westrand, Region C
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606

POST 22/331 : **SPORT PROMOTION OFFICER REFS/017917**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

POST 22/332 : **SPORT PROMOTION OFFICER REFS/017957 (2 POSTS)**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region B & C
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

POST 22/333 : **SPORT PROMOTION OFFICER REFS/017973 (2 POSTS)**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region D
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

- POST 22/334** : **SPORT PROMOTION OFFICER REFS/017986**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region F
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/335** : **SPORT PROMOTION OFFICER REFS/018052 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor, Region B
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/336** : **SPORT PROMOTION OFFICER REFS/018062 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor, Region C & D
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No:011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/337** : **SPORT PROMOTION OFFICER REFS/018119 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)

- CENTRE REQUIREMENTS** : North Corridor, Region A
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/338** : **SPORT PROMOTION OFFICER REFS/018121 (3 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region B
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/339** : **SPORT PROMOTION OFFICER REFS/018123 (3 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region B & D
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/340** : **SPORT PROMOTION OFFICER REFS/018125 (4 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region E & F
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage.

- Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/341** : **SPORT PROMOTION OFFICER REFS/018127 (3 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : West Corridor, Region A
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/342** : **SPORT PROMOTION OFFICER REFS/018128 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : West Corridor, Region B
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/343** : **ADMINISTRATION CLERK WELLNESS REFS/018124**
Directorate: Employee Health and Wellness
- SALARY** : R202 233.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma Public Administration. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge

- and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
- DUTIES** : General clerical/ administrative, 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, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861, Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/344** : **ADMINISTRATION CLERK: MUSEUMS & MONUMENTS REFS/018191**
Directorate: Museums & Monuments Services
- SALARY** : R202 233. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma Public Administration. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
- DUTIES** : General clerical/ administrative, 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, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/345** : **RECEPTIONIST REFS/018061**
Directorate: Administration Support Services
- SALARY** : R202 233. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a NQF level 4 or 5 (A grade 12 certificate or Office / Public Administration Certificate. A minimum of 2 - 3 years' relevant experience. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.
- DUTIES** : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/346** : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018100 (04 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R171 537.per annum (plus benefits)
CENTRE : East Corridor (Region A X1 post, B X2 posts, F X1 post.)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
- DUTIES** : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping

accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye Tel No:(011) 355 – 2606

POST 22/347 : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018101 (05 POSTS)**
Directorate: Sports and Recreation

SALARY : R171 537.per annum (plus benefits)
CENTRE : North Corridor (Region A X1 post, B X1 post, C and D X3 posts)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.

DUTIES : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

POST 22/348 : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018102 (02 POSTS)**
Directorate: Sports and Recreation

SALARY : R171 537.per annum (plus benefits)
CENTRE : West Corridor Region B
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.

DUTIES : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact

and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

POST 22/349 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018103
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : Johannesburg Central (Region D)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

DUTIES : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606

POST 22/350 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018104
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : East Corridor (Region F)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

DUTIES : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606

POST 22/351 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018105 (02 POSTS)
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : North Corridor (Region A X1 post, E and F X1)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
- POST 22/352** : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) REFS/018106**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R171 537.per annum (plus benefits)
: South Corridor (Region B)
: The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
- POST 22/353** : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) REFS/018107**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R171 537.0per annum (plus benefits)
: West Corridor (Region B)
: The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni –Tel No: 011 355 2677/2861/2606
- POST 22/354** : **SECURITY OFFICERS REFS/018108 (2 POSTS)**
Directorate: Securities and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R147 036.per annum (plus benefits)
: Johannesburg
: The successful candidate should have Basic Security Officer's Course. Basic education and Training. Registered with Psira. A minimum of 2-3 years' experience in government premises as a security officer. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & Psira Act 56 of 2001). Knowledge of emergency procedures in the workplace.
- DUTIES** : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols

identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied by pass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers..

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/355 : **GENERAL WORKER REFS/018110 (02 POSTS)**
Directorate: Facility Management

SALARY CENTRE REQUIREMENTS : R125 373.per annum (plus benefits)
: Johannesburg
: The successful candidate should have ABET or Grade 10. No experience required. Skills: Communication skill. Knowledge: Understanding of Departmental policy and legislations.

DUTIES : Load and off load furniture, equipment, and any other goods to relevant destination. Clean government vehicles, Clean relevant workstation.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/356 : **HOUSEHOLD AID REFS/018111**
Directorate: Facility Management

SALARY CENTRE REQUIREMENTS : R125 373.per annum (plus benefits)
: Johannesburg
: The successful candidate should have ABET Level 2 certificate or equivalent (NQF Level 1 or 2). No experience required. Skills: Basic tidying skills, Basic stitching and Knitting skills. Knowledge: Knowledge of basic housekeeping procedures.

DUTIES : Make beds every morning in children's unit. Pack linen and clothes in wardrobes. Stitch and knit torn children's clothes in wardrobes. Stitch blankets, tablecloths and other garments. Pack washed clothes, Pack washed linen, tablecloths and other garments.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

GAUTENG PROVINCIAL TREASURY

CLOSING DATE : 14 July 2023

NOTE : To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za Applications must be submitted on the professional jobcentre (GPG) site only. Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a

security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 22/357** : **DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: REFS/017517**
Directorate: Municipal Finance Management
- SALARY** : R1 162 200.per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Finance/ Local Government/ Law/ Public Policy/ Local Government Finance. 5 years' experience at MMS/SMS level. 5 - 10 years' experience in Local Government or related field. Previous experience in managing research processes, the publication and the presentation of Local Government Finance publications at Intergovernmental For a will be a requirement.
- DUTIES** : Research and policy guidance, development around local government tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments, as it relates to local government. Management of the stakeholder engagement process in the development of sector policies and strategies, which must include the necessary and relevant consultation across all levels. Management, drafting and publication of research reports on issues relating to the local government financial governance and finance. Management of the liaisons with all internal, external policy and research stakeholders. Guidance, evaluation and monitoring of the drafting of policy amendments and policy, enhancements pertaining to local government. Management of the preparation of opinion and interpretation of policies. Determine and analyse key economic variables, their interrelations and relevance for the budget through inter alia: Perform periodic analysis, maintenance and update of provincial local government socio-economic indicators in the database. Conduct, coordinate and publish relevant local government publication and research. Provide technical and strategic support in local government socio-economic research, analysis and development. Strategic, Operational and Institutionalise co-ordination, support and guidance to the MFG Branch on its MFMA related functions, oversight and intervention role.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000

OTHER POSTS

- POST 22/358** : **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: REFS/018286**
Directorate: Data Management
- SALARY** : R811 560 .per annum (All-inclusive package) consist of 70% basic salary And 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Statistics/ Information Management/ Econometrics/Finance. 3-5 years' experience at junior management level (ASD) in Statistics/ Information Management/ Econometrics/Data Management.
- DUTIES** : To provide information and data management service regarding financial performance monitoring in the province. Coordinate the reporting process in line with reporting frameworks consolidating the In-Year Monitoring, Medium Term Expenditure Framework for departments and Public Entities. Manage and provide training in line with budgeting, reporting frameworks and reforms. Develop, maintain and implement data models relating to monthly, quarterly

- reports, on revenue, expenditure and personnel. Manage personnel in the component.
- ENQUIRIES** : Ms. Grieta Ndala Tel No: (011) 227-9000
- POST 22/359** : **DEPUTY DIRECTOR: POLICY KNOWLEDGE MANAGEMENT REF NO: REFS/018293**
Directorate: Policy Knowledge Management GEYODI
- SALARY** : R811 560.per annum (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rule.
- CENTRE REQUIREMENTS** : Johannesburg
: A relevant 3-year tertiary qualification National Diploma NQF level 6 as recognised by SAQA in Public Management or Business Management or Quality Management or equivalent. 3 years' experience in the public administration environment at a functional level with experience in research, policy development, knowledge management or planning. Knowledge of government legislation would be an advantage. Strong interpersonal and communication skills, excellent conceptual and formulation skills, data analysis, outstanding planning, organising and people management skills.
- DUTIES** : Manage and conduct research for policies and knowledge management. Coordinate development of policies and the full policy life cycle. Manage development of policy and knowledge management framework, systems, processes and procedures. Manage and coordinate implementation of knowledge management requirements, including sharing and accessibility of knowledge assets. Managing the policy and knowledge management function, human capacity and performance of the unit.
- ENQUIRIES** : Ms Tshiamo Sokupha, tel. No: 011 227-9000
- POST 22/360** : **DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: REFS/018273**
Directorate: Corporate Performance Monitoring and Evaluation
- SALARY** : R811 560.per annum (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rule.
- CENTRE REQUIREMENTS** : Johannesburg
: A relevant 3-year tertiary qualification National Diploma NQF level 6 as recognised by SAQA in Public Management/ Business Management/ Quality Management or equivalent. 3 years' experience in the public administration environment at a functional level with experience in conducting evaluations, data analysis, performance monitoring and evaluation, research and/or policy development. Knowledge of government legislation would be advantage Strong interpersonal and communication skills, excellent conceptual and formulation skills, data analysis, outstanding planning, organising and people management skills.
- DUTIES** : Assist in evaluations planning and coordination by engaging with business units and identifying evaluation projects. Conducting evaluability assessments for the identified projects and developing 3 years and 1-year evaluation plans. Managing evaluation projects and reporting including collecting data, data analysis, report writing and communication of the evaluation findings to different stakeholders. Assist in developing evaluation systems, frameworks, processes and procedures. Coordinating the development of improvement plans and reporting progress. Managing the evaluation function, human capacity and performance of the function.
- ENQUIRIES** : Ms Linda Ninzi, Tel. No: 011 227-9000
- POST 22/361** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS REF NO: REFS/017569**
Directorate: Corporate Services
- SALARY** : R811 560.per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 07) as recognised by SAQA in Management / Public Relations. 3 – 5 years' experience at Junior Management

- level (ASD Level). The candidate must have good communication skills, planning and organising skills, computer literacy,
- DUTIES** : Marketing, Branding and Internal communications. Manage and promote corporate Identity, visibility and uniform branding of the GPT. Facilitate production of quality marketing support materials including designs. Stakeholder relations management and events management. Promote developments through communication by enhancing stakeholder management. Coordinate and manage internal and key public events. Develop communication and information services. Manage Corporate Communication Unit. Meet all deadlines in terms of submission of monthly and quarterly reports.
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel no: 011 227 9000
- POST 22/362** : **DEPUTY DIRECTOR: PUBLIC FINANCE REF NO: REFS/017508**
Directorate: Public Finance
- SALARY** : R811 560 per annum (All-inclusive package) consist of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics and /or Public Management field, plus 3 years' experience in financial and economic performance management or plus extensive experience in public sector budgetary planning and evaluation of financial and economic performance. Experience/knowledge of Public/Private sector economic research and financial performance monitoring and economic report writing.
- DUTIES** : The incumbent will be responsible for monitoring and evaluating the utilisation of provincial resources and to ensure credible expenditure policy (budget implementation) for GPG, analyse sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for the GPG, to provide economic and other research to senior sector management team on strategic research areas as may be identified from time to time; review expenditure reports for GPG departments and key spending agencies; presentations developed and presented to improve transparency and awareness of expenditure policy performance.
- ENQUIRIES NOTE** : Ms. Baleseng Sedibe, Tel No: (011) 227-9000
: Applicants who meet the minimum requirements will be subjected to a proficiency test relevant to the requirements as part of the selection process.
- POST 22/363** : **DEPUTY DIRECTOR: INTERNAL CONTROLS REF NO: REFS/018281**
Directorate: Internal Controls
- SALARY** : R811 560.per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule
- CENTRE REQUIREMENTS** : Johannesburg
: A 3-year tertiary qualification (NQF Level 7) as recognized by SAQA. Degree in Financial Management/Accounting/Auditing/ Internal Auditing/Risk Management. A minimum of 3 – 5 years' experience in an internal Control role at an Assistant Director level.
- DUTIES** : Ensure monitoring, evaluation and reporting on the implementation of effective and efficient internal control systems and strategies within the department. Ensure and oversee the development and implementation of effective and efficient internal control Policies, Frameworks and Procedure Manuals. Provide support, advice and guidance in terms of internal control prescripts. Compile and issue reports to the Chief Financial Officer on internal control compliance programmes. Manage resources of the Sub-Directorate.
- ENQUIRIES** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/364** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: REFS/018068**
Directorate: Corporate Services
- SALARY** : R811 560. per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule.

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Industrial and Organisational Psychology/ Social Work or Psychology 3 – 5 years' experience in EHWP environment of which at least 3 years as an Assistant Director/ Junior Management position. Valid registration with the HPCSA as Counselling Psychologist/ South African Council for Social Service Professions is compulsory. Public sector experience. Confidentiality Innovative Flexibility Loyal Trustworthy Self-driven
<u>DUTIES</u>	:	Develop and implement employee health and wellbeing strategies and programmes. Provide psychosocial support services through confidential counselling, problem assessment, referral, follow up and after care services of employees psychosocial and socio-economic challenges that hamper employee's performance. Manage and facilitate HIV,AIDS, STI and TB and provide treatment care programme. Manage the commemoration of the National Strategic Plan on HIV, AIDS, STIs and TB and departmental policies & plans in partnership with stakeholders Facilitate and manage health and productivity management programmes. Develop and manage all non-communicable and communicable diseases in the Department such as mental health, bullying and substance abuse, etc. Manage and promote the implementation of SHERQ in the building. Manage the implementation of Occupational Health and Safety policies, guidelines, SOPs, plans and reports in line with OHS Act and any related legislative framework. Manage the component. Provide managerial guidance in the overall implementation and promotion of integrated EHWP, policies, standards, and interventions.
<u>ENQUIRIES</u>	:	Mr. Ben Diale, Tel no: 011 227 9000
<u>POST 22/365</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: REFS/017488</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) Degree as recognised by SAQA in Financial Management/ Financial Accounting/ Management Accounting/ Economics/ Public Administration. 3 – 5 years' experience at a functional level in Budget Management.
<u>DUTIES</u>	:	Budgeting: Manage the provincial strategic budget planning process. Provide advice, guidance and training on the provincial budget process, budget reforms and budget formats to provincial departments and entities. Provide technical assistance to provincial departments and entities when formulating budget proposals. Develop and consolidate the credible MTEF budget and adjustment budget for the province. Assess accuracy and compliance of provincial departments and entities' budget (i.e., budget databases, provincial budget publications) and provide advice to provincial departments. Provide guidance on the implementation of the applicable legislation including the PFMA, Treasury Regulations, Division of Revenue Act and Provincial Appropriation Acts. Reporting: Provide advice, guidance and training to provincial departments and entities during the compilation of in-year monitoring reports and end-of-the-year expenditure reports.
<u>ENQUIRIES</u>	:	Baleseng Sedibe Tel No: 011 227 9000
<u>POST 22/366</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/017492</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Cost Management and Cost Accounting/ Logistics/ Supply Chain. Minimum of 3-5 years' experience in Supply Chain Management environment of which minimum of 2 years' experience will be in Local Government/ Provincial Treasury in the MFMA environment. Must have knowledge of MFMA, Preferential Procurement Policy Framework Act (PPFA) and regulations, National Treasury circulars and guidelines, Treasury Regulations, Provincial Treasury policies and guidelines, Commercial Law principles/ procedures, Contract Law principles/ procedures, Public Service Regulatory, Broad Based Black Economic Empowerment Act (BBEE), and BEE Code of Good Practice.

- DUTIES** : Support the monitoring, evaluation and reporting on compliance with Supply Chain Management Regulatory Framework. Provide advice, guidance and remedial actions on SCM issues and monitor remedial actions.
- ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-900
- POST 22/367** : **ASSISTANT DIRECTOR: INTERNAL AUDIT COMMITTEES NO: REFS/017491**
Directorate: Financial Governance
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum(plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Office/ Public Administration or Management/ Corporate Governance/ Risk Management/ Finance/ Auditing. 3 – 5 years' experience in Finance / Auditing/ Administration. Minutes taking and report writing skills. Working experience in committee's secretariat will serve as an advantage.
- DUTIES** : Assist in developing and managing the operational plan to ensure effectiveness of the Audit Committees Sub-directorate and report on progress as required, including the Facilitation of effective communication with the relevant stakeholders. Ensure fully functional, operational and effective audit committee within Gauteng Provincial Government and the implementation of effective Governance principles as well as communication with key stakeholders both internal and external. Coordinate and facilitate payments of Audit Committee members. Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee sub- directorate.
- ENQUIRIES** : Mr. Ben Diale Tel, No: (011) 227 9000
- POST 22/368** : **ASSISTANT DIRECTOR: MARKET AND INDUSTRY RESEARCH REF NO: REFS/017487**
Directorate: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6 or above) as recognised by SAQA, National Diploma or degree in Marketing/ Research/ Economics or Statistics. 3-5 years' experience working with data collection, compilation, analysis, interpretation of data and research report writing in a Market Research, industry research or sectoral research environment. Demonstrate strong analytical skills, commercial awareness, and critical thinking skills.
- DUTIES** : Responsible for the conduct and analysis of Market Research projects to provide management with accurate, timely and relevant information to inform procurement strategy decision making. Analysis of market research information, drawing of conclusions and making of recommendations that effectively address research problem. Provide Market Intelligence and databases for the research and analysis of strategic commodities to ensure that Gauteng Provincial Government procure goods and services strategically to save on costs. Provide Market and Industry research intelligence utilized to achieve and sustain a competitive advantage through the creative use of market research information. Responsible for the design, development, analysis, and provision of research reports, but not limited to Ad-hoc research reports. Strategic commodity/Industry research reports, spend analysis reports, Market Analysis reports and Price Benchmarking reports or any other market research requirements as deemed necessary. Collaborate with internal and external departments, professional bodies and research stakeholders to deliver research reports to GPG Departmental units, GPG Entities and GPT and business units.
- ENQUIRIES** : Mr. Ben Diale Tel, No: (011) 227 9000
- POST 22/369** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: REFS/017505**
Directorate: Sustainable Fiscal Resource Management
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Economics or Econometrics or Statistics. A post graduate qualification in these fields will be an added advantage. Applicants must have 3 - 5 years' experience

- at functional level in Financial/ Economics/ Econometrics and Statistics environment.
- DUTIES** : Coordinate the management of departmental expenditure management services. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor that all expenditure is in line with Provincial budget allocations and priorities. Analyse review and report on expenditure trends relating to compensation of Employees. Analyse PERSAL report and liaise with provincial departments on the identified problems and take corrective measures. Analyse policies, agreements and directive related to compensation of employees and recommend amendments based on analysis. Report findings to stakeholders. Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in year monitoring reports.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel no: 011 227 9000
- POST 22/370** : **ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE 2 POSTS REF NO: REFS/017486**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing or Accounting or Financial Information. 3-5 years' experience in Internal Auditing, drivers' licence. Knowledge of PFMA Act, Treasury Regulations, DPSA Frameworks and IIA Standards. Good communication skills, computer skills, Financial Management skills, supervisory skills, project management skills and analytical skills.
- DUTIES** : To assist the supervisor in the performance of internal audit reviews. Conduct Internal Assessments. Review of audit files and recommend value add recommendations to address internal audit inefficiencies and assist to ensure continues improvement. Tracking of QAR findings and recommendations both internal and external and reporting thereof. Compiling review reports as per Quality Assurance plan. Discuss the review reports with the responsible managers. Obtaining management comments and finalize the report within agreed timelines. Provide advisory services on the IPPF. Assist the DD in reviewing the result of the client satisfactory surveys and follow-up on improvement plans by managers. Attend to Teammate queries within set timeframes and Facilitate training of Interns/learners including induction.
- ENQUIRIES** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/371** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: REFS/017500**
Directorate: Corporate Services
Applicants who applied previously are encouraged to re-apply. The closing dates
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resources Management. 3-5 years' experience in a HRM environment. Knowledge of Public Service Act. Public Service Regulation. Basic Conditions of Employment Act. Labour Relations Act. COIDA. SMS Handbook.
- DUTIES** : To provide effective and efficient Recruitment and Selection in terms of legislative mandates and prescripts. Develop, maintain and implement HR related policies and strategies. Develop/ communicate and manage the implementation of processes, procedures, programs database and filling of vacancies. Monitor all movements and relocations on PERSAL and implement control measures, procedures and processes. Render guidance and training advise to managers or employees on matters relating to recruitment and selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly, and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.
- ENQUIRIES** : Mr Teneko Bangelo Tel no: 011 227 9000

<u>POST 22/372</u>	:	<u>ASSISTANT DIRECTOR: DATA MANAGEMENT REF NO: REFS/017592</u> Directorate: Data Management
<u>SALARY</u>	:	R424 104.per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Statistics/ Information Management/ Econometrics/ Finance. 3-5 years' functional experience in the Statistics/Information/ Data Management. Knowledge in Strategic management. Public Finance Management Act. Treasury Regulations. Municipal Finance Management Act and Regulations.
<u>DUTIES</u>	:	To provide data management service regarding financial performance monitoring in the province. Provide support regarding reporting frameworks by consolidating the In-Year Monitoring, Medium Term Expenditure Framework for departments and Public Entities. Conduct and facilitate training in line with budgeting, reporting frameworks and reforms. Provide technical support in developing, maintaining and implementing data models to monthly, quarterly reports, on revenue, expenditure and personnel.
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana Tel No: (011) 227-9000
<u>POST 22/373</u>	:	<u>ASSISTANT DIRECTOR: RISK AND ESCALATION REF NO: REFS/018294</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Finance/ Economics/Accounting and Costing Analysis. 3 - 5 years' experience at a functional level in Financial Analysis, Ratios, Economic Analysis and Research Environment. Experience and understanding of the South African Marketplace. Managerial and Leadership. Understanding and exposure to Public Sector would be advantageous.
<u>DUTIES</u>	:	To provide the risk management service to the GPG regarding Financial Analysis and Economic Analysis. Obtain indices and calculate the price movement based on RFP 07., Produce a calculation report. Write a memo for calculations approval. Obtain indices and calculate the moving average projections for the term of the contract. Calculate the average projected price percentages. Produce a report of the projected price percentages. Perform ratio analysis. Perform trend analysis on annual percentage movements of turnover, profit/loss, total assets, long-term liabilities, equity, current assets and current liabilities. Provide a report profiling on the risk level based on the analysis conducted. Record all the tasks done monthly. Submit monthly reports.
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel No: (011) 227 9000
<u>POST 22/375</u>	:	<u>ASSISTANT DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: REFS/01750</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6 as recognised by SAQA) in Internal Auditing/Accounting. 3 – 5 years' experience in Internal Auditing. Valid Driver's Licence. Gather background information, Risk Assessment, budget etc. Assist in developing audit objectives & Preliminary scope. Plan assigned project. Determined the resources required for the project and compile a time budget. Allocate tasks ap appropriately to subordinates. Review audit programmes. Supervise a pool of multi-skilled auditors while on audit. On the job supervision/mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and methodology). Review working papers compiled by the team members. Liaise with team members at the planning, execution and reporting phases of each review. Compile the draft report for sourcing root causes.
<u>DUTIES</u>	:	Prepare follow up audits. Imparting knowledge to colleagues and staff. Preparing weekly progress report to be submitted to Deputy Director. Maintain accurate time record. Monitor time and progress on projects and report to Deputy Director. Ensure that all projects are closed off on teammate once the projects are final- ised. Appraise and evaluate the performance of the team.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 22/376 : **ASSISTANT DIRECTOR: SUPPLIER DEVELOPMENT REF NO: REFS/018298**
Directorate: Provincial supply Chain Management

SALARY : R424 104 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management/ Project Management. 3 – 5 years' experience at supervisory level in administration or in a SCM or BEE development environment. Understanding of the South African marketplace and BEE, SMME environment in particular. Broad knowledge of Supply Chain Management. Knowledge of Public Service Act and regulations, Basic Conditions of Employment Act, Medical Aid scheme Act.

DUTIES : Manage the facilitation of the provision of training and development for BEE/SMME suppliers; Identify strategies that promote BEE development; Utilise BBBEE interventions and training to implement supplier development projects in collaboration with all relevant stakeholders; Monitor and record the impact of these projects to the GPG PP spend; Manage, monitor and report on the process for allocation of BBBEE points as per BBBEE documentation submitted for Requests for Proposals (RFP); Verification and reporting on supplier BEE status; Oversee and verify the reports written and projects undertaken by Practitioner. Provide relevant support for the achievement of the PP spend targets to procurement sub programmes as well as GPG department (Roadshows, Ntirhisano, Qondis'shishini lakho ets). Ensuring the following documents are up to date and on file for self and practitioner: BEE reports, minutes of the units staff meeting, customer communication, SLA compliance and unit monthly reports.

ENQUIRIES : Ms. Baleseng Sedibe, Tel No: (011) 227-9000

POST 22/377 : **ASSISTANT DIRECTOR: CONTENT AND CATALOGUE REF NO: REFS/018296**
Directorate: Provincial supply Chain Management

SALARY : R424 104 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Supply Chain Management. 3 – 5 years of experience at administrative level. 3 – 4 years of experience in Catalogue Principles. At least three-years' experience on a procurement system i.e SAP/R3. Fully computer literate. Knowledge of customer relationship management. MS Office certificate will be an advantage. Data extraction, manipulation and report writing experience.

DUTIES : To provide system and database maintenance support to ensure a complete and accurate (quality assured) catalogue which will be deployed throughout the GPG. Distribute the incoming work amongst the Practitioners/ daily request scheduling from department. Attend specifications meetings to provide guidance to Contracts Project Manager. Provide catalogue support to system end users. Conduct master data clean up. Review weekly reports to manage SLA. Material maintenance for departments.

ENQUIRIES : Ms. Kgothatso Sikhosana Tel No: 011 227 9000

POST 22/378 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: REFS/017661**
Directorate: Assets and Transport Management: CFO

SALARY : R424 104.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A minimum 3-years tertiary qualification National Diploma (NQF 6 as recognised SAQA) in Transport management/Fleet management/Logistics Management/Supply Chain Management. 3- 5 years' experience in the administration in transport, written and verbal skill, good interpersonal skills relating to main objectives/ outputs. This position will suit person good interpersonal, communication, negotiation, organising, and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.

DUTIES : Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental vehicles. Coordination of Subsidized vehicle process. Management of pool vehicles, log-sheets, vehicle

accidents, renewal of motor vehicles and management of traffic fines. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Co-ordinate payment of service providers, compiling reports on fleet related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles. Supervise sub-ordinates and control resources within Fleet
Ms. Vivian Chauke, Tel no: 011 227 9000

ENQUIRIES

POST 22/379

ASSISTANT DIRECTOR ACCOUNTING COMPLIANCE: REF NO: REFS/017653
Directorate: Accounting Compliances

SALARY CENTRE REQUIREMENTS

R424 104.per annum (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF level 7) as recognised by SAQA. Majoring in accounting. 3 – 5 years proven work experience in the monitoring and analyzing of financial data, accounting procedures and budget reporting. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP. Excellent verbal and written communication skills with good interpersonal skills. Ability to lead a team, conflict management and problem-solving skills. Candidates may undergo a simulation test.

DUTIES

The incumbent will be responsible for the overall accounting and reporting activities related to the reconciliation of all Assets and Liabilities ledger accounts of the Gauteng Provincial Government (GPG) Departments and Trading Entities. Monitoring and reporting on accounting discrepancies Perform month-end and year-end closure processes in compliance with the required prescripts. Team management Monitor and analyse expenditure and revenue trends of the GPG Departments advise when overstated/understated.

ENQUIRIES

Ms. Tshiamo Sokupha, Tel no: 011 227 9000

POST 22/380

ASSISTANT DIRECTOR MUNICIPAL FINANCIAL ACCOUNTING AND AUDITING: REF NO: REFS/017493
Directorate: Municipal Accounting Auditing & Reporting

SALARY CENTRE REQUIREMENTS

R424 104.per annum (plus benefits)
Johannesburg
A degree (NQF Level 7) in Financial Management Accounting/Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years of working experience in Financial Management Accounting/ Accounting/ Auditing. At least 2 years working experience in local government carry out of financial \management responsibilities, in areas ranging from preparation of financial reporting and the development and maintenance of internal control policies and procedures. or Provincial Treasuries in a similar role responsible for the implementation of the GRAP standards, the accounting policies, the reporting frameworks, and other accounting guidelines. Monitor the implementation of the accounting standards and review and report on the quality of the annual financial statements (using GRAP and IFRS Accounting Standards). Monitor compliance by municipalities and municipal entities with the accounting reporting framework in respect to the MFMA, the MFMA Regulations and other related Legislations. Provision of Accounting Services and Support to municipalities and municipal entities. Participation in intergovernmental relations structures (internally and externally). Assist with the management of the operations of the sub-directorate

DUTIES

Assist with the review of the accounting reporting framework with the Accounting Standards Board and National Treasury. Develop a support plan for municipalities on the preparation's compilation of annual financial statements. Develop monitoring and assessment frameworks, the annual review of such frameworks and workshop of the assessment frameworks internally and externally with relevant stakeholders. Analyse the annual financial statements, audit reports, management letters and audit action plans and monitor, support, and report on the implementation of the audit action plans to identify financial management support strategies. Participation in established IGR structures. Assist with the management of the Annual Performance Plan and Operation Plan targets of the Sub-Directorate.

- ENQUIRIES** : Ms. Nontethelelo Nkosi, Tel no: 011 227 9000
- POST 22/381** : **ASSISTANT DIRECTOR OPEN TENDER SUPPORT: REF NO: REFS/017489 (3 POSTS)**
Directorate: Open Tender Support
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management and or Public Administration. 3 - 5 years' functional experience in Supply Chain Management, Project Management or Contract Management. Valid drivers' licence.
- DUTIES** : Understanding, interpretation and application of SCM prescripts. Provide functional oversight on the implementation of SCM prescripts in relation to the open tender system in Gauteng Provincial Government. Contribute to the development of SCM Frameworks, Circulars, Instructions, Process Flows, Standard Operating Procedures, Reporting Template, Project Plan in relation to the open tender system in the province. Monitor and report on the implementation of procurement planning in Gauteng Provincial. Maintain effective SCM reporting and monitoring system in relation to procurement planning in the province. Provide advice, Guidance and Support on implementation of SCM prescripts. Enforce SCM compliance in the province in relation to open tender legislation. Facilitate the adjudication in public for open tender projects. Perform research, analyse, review and improve SCM Policies as informed by National and Provincial priorities. Coordinate and conduct training on SCM prescripts in line with the open tender system. Provide guidance to departments and entities on SCM policies and open tender framework.
- ENQUIRIES** : Mr. Teneko Bangelo, Tel no: 011 227 9000
- POST 22/382** : **ASSISTANT DIRECTOR RECORDS MANAGEMENT REF NO: REFS/018275**
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: Relevant 3-years tertiary qualification National Diploma (NQF level 6 as recognised by SAQA) in Records management / Office Management / Administration A minimum of 3 to 5 years' experience in Records Management at administration level.
- DUTIES** : To manage total document security of the GPT and render effective document /record management services. Implement policies and processes regarding the planning and provision of office support and auxiliary services. Records Management services. Manage the classification of all documents within the Department as per the approved File Plan. Ensuring Safe-Custody of all documents within the Department. ensure that there is proper disposal of records. Management of staff.
- ENQUIRIES** : Mr. Ben Diale, Tel no: 011 227 9000
- POST 22/383** : **LEGAL ADMINISTRATION OFFICER REF NO: REFS/017439**
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R420 642.per annum (plus benefits)
: Johannesburg
: An LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes, and procedures.
- DUTIES** : Manage the provision of effective and efficient legal services to the department. Provide administration support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and

- drafting skills, analytical and researching skills, presentation and reporting skills, leadership skills, ability to work in a team and under extensive pressure, problem-solving and have sound organising and planning skills
- ENQUIRIES** : Ms. Tshiamo Sokupha, Tel no: 011 227 9000
- POST 22/384** : **SENIOR ADMINISTRATION OFFICER: POLICY KNOWLEDGE MANAGEMENT REF NO: REFS/018297**
Directorate: Policy Knowledge Management GEYODI
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A relevant post matric qualification with 3 years public service experience. 3 years' experience in the public administration environment with experience in administration, exposure to policy development, knowledge management or planning. Knowledge of government legislation would be an advantage. Good interpersonal and communication skills.
- DUTIES** : Assist the administration of policy and knowledge management functions and provide administrative support, including report writing and recording meeting proceedings. Ensure updating of policy register and communication of policies. Provide secretarial services as may be required. Assist the coordination of policy management processes. Assist in the implementation of knowledge management requirements in the department, including development of frameworks, processes and procedures.
- ENQUIRIES** : Ms Grieta Ndala, Tel. 011 227-9000
- POST 22/385** : **SENIOR COMMUNICATION OFFICER: PUBLIC MANAGEMENT REF NO: REFS/01274**
Directorate: Communications
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three year National Diploma in Journalism/PR/Marketing Communication or an equivalent qualification. At least 1-2 years' experience working in a similar environment.
- DUTIES** : Writes advertising or educational copy to be used in broadcast or published media whether in print or digital format. Research and edit copy that will be used in various forms of advertising. Develops slogans and copy to persuade the target audience to purchase the clients products or services. Develop and implement media buying strategies. Meets with business units to understand the intended audience and the message that must be communicated to different stakeholders. Work closely with social media team to create engaging, creative content for usage across departmental pages. Presents ideas to business units and modifies them based on feedback provided. Oversees the production of advertising materials. Performs additional related duties as assigned.
- ENQUIRIES** : Ms Khensani Chauke, Tel. 011 227-9000
- POST 22/386** : **SENIOR COMMUNICATION OFFICER: CUSTOMER RELATIONS REF NO: REFS/018276**
Directorate: Communications
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three year National Diploma in Journalism/PR/Marketing Communication or an equivalent qualification. At least 1-2 years' experience working in a similar environment.
- DUTIES** : Handle incoming walk-in customers/service providers, phone calls, appointments and messages. Address customer/service provider needs and concerns efficiently and effectively to turn unhappy customers into return guests. Build rapport and establish good relationships with customers and client departments. Provide information about departmental services (CSD, I-Invoicing and P-Card) and employment opportunities to the public. Work on departmental campaigns and provide constructive feedback on these with specific reference to effectiveness of promotions, customers satisfaction, product and service launches as well as trends. Other administrative ad-hoc duties where necessary.
- ENQUIRIES** : Ms Kgothatso Sikhosana, Tel. 011 227-9000

POST 22/387 : **SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/018267 (3 POSTS)**
Directorate: Financial Governance

SALARY CENTRE REQUIREMENTS : R359 517.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP, SRM) systems. Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems, Knowledge of SAP and SRM. Understanding of the PFMA, TREASURY Regulations, and relevant legislation. Knowledge of Public Service Act and Regulations. Public Finance Management Act. Treasury Regulations. Municipal Financial Management Act.

DUTIES : Provide system support on (transversal) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide transversal system training to all Users. Assist and support the project administration of new or enhanced modules of Transversal systems. Manage access to the procurement system via the role/profile management tool (password reset).

ENQUIRIES : Ms Grieta Ndala Tel no: 011 227 9000

POST 22/388 : **SENIOR PRACTITIONER QUERY MANAGEMENT REF NO: REFS/018393**
Directorate: Provincial Supply Chain Management

SALARY CENTRE REQUIREMENTS : R359 517.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management. 1-2 years' experience in procurement and or supply chain management. Experience in contract management and or strategic sourcing and or query management is advantageous. Knowledge and experience in using SAP and CRM is preferred. Knowledge and experience in using Microsoft Office is preferred.

DUTIES : Support the Query Management Team to achieve the strategic objectives and Procure to Pay Unit by enhancing service delivery of GPT. Manage the incoming queries and ensure that all queries are equally distributed amongst the team, they have a call reference number and are attended to and resolved within 2 working days. Monitor and report the progress on received queries in the Procure to Pay mailbox are kept to a minimum. Regulatory compliance: Request, compile and submit accurate monthly query reports to the Deputy Director on time; Submit performance contracts and quarterly reviews on time; Record keeping is implemented to ensure complete, relevant, and accurate information supporting performance reporting. Implementation of an action plan to address internal controls deficiencies monitored; Process Maps are regularly annually as required; Monitor and recommend leave request

ENQUIRIES : Ms. Linda Ninzi Tel no: 011 227 9000

POST 22/389 : **AUDITOR: COMPUTER AUDIT REF NO: REFS/017484**
Directorate: Gauteng Audit Services

SALARY CENTRE REQUIREMENTS : R359 517.per annum (plus benefits)
: Johannesburg
: A relevant tertiary qualification (NQF6), e.g., BSc, BCom, National or Higher Diploma (Computer Science, IT Auditing, Internal Auditing, etc). 1 - 2 years' experience conducting IT Audits

DUTIES : Execute audits assigned as per the annual IT Audit plan. Meet the stated / baseline requirements for productivity as per GAS norms. Attend to identified development areas (training). Application of skills (on the job) acquired during training.

ENQUIRIES : Mr. Sihle B Hlomuka Tel No: (011) 227 9000

POST 22/390 : **SENIOR COMMUNICATION OFFICER: STAKEHOLDER RELATIONS REF NO REFS/018300**
Directorate: communications

SALARY : R359 517.per annum (plus benefits)

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma in Public Relations or equivalent qualification, 1 – 2 years' experience in Communication and Public Relations. Previous experience in the field of stakeholder management will be an added advantage.
<u>DUTIES</u>	:	The incumbent will plan and implement of departmental campaigns, public participation programs, roadshows and exhibitions. Assist in the development and implementation of a comprehensive stakeholder strategy, oversee and provide strategic, management and operational support with regards to stakeholder relations programme. Manage departmental stakeholder list and good relations with stakeholders through forums and departmental events. Ensure communication with stakeholders about the activities of the department by implementing the distribution strategy for all publications.
<u>ENQUIRIES</u>	:	Kgothatso Sikhosana, Tel No: 011 227-9000
<u>POST 22/391</u>	:	<u>SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE REF NO: REFS/018299</u> Directorate: Communications
<u>SALARY</u>	:	R359 517.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three- year tertiary qualification (NQF level 6) as recognised by SAQA in Graphic Design or equivalent qualification. 1-2 years' experience as a Graphic Designer. Design and layouts of flyers, posters, brochures, communiques and annual reports, newsletter etc. in compliance with the CI given by office of the Premier.
<u>DUTIES</u>	:	Monitor and managing the Gauteng Provincial Treasury brand according to CI given to Office of the Premier. Assist and design, advise and monitor external marketing and communication campaigns in partnership with GPT brand to ensure proper usage of GPG and /or GPT brand (online and printed). Assist events management team.
<u>ENQUIRIES</u>	:	Ms Grieta Ndala, Tel No: 011 227-9000
<u>POST 22/392</u>	:	<u>SENIOR PRACTITIONER: SYSTEM CONTROLLER REF NO: REFS/018295</u> Directorate: Financial Information Management Systems
<u>SALARY</u>	:	R359 517.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Software Engineer or Statistics, Mathematics related qualification. 1 - 3 years' experience in SQL - ability to write custom queries, views and triggers and building tools for online analytical processing (OLAP cubes).1 - 3 years' experience in Predictive Modelling and Machine Learning / Project management methodologies / IT implementation cycle, Applications: Microsoft Power BI or Qlikview or QlikSense
<u>DUTIES</u>	:	Gather user requirement and prepare functional documents. Perform data pre-processing, including data manipulation, transformation, normalization, standardization, visualization, and the creation of additional variables and features, as necessary to create algorithms or models. Facilitate awareness of data sources to guarantee that governance, procedures, and standards are followed. Perform data design, database architecture, metadata development, and repository construction tasks in accordance with business stakeholder requirements. Design, build and deploy BI solutions and reporting tools. Oversee and monitor the management of internal controls in line with the existing applications Maintain and support data analytics platforms. Develop descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Training of users on new and existing BI platforms. Conduct user-acceptance testing and quality control of databases to ensure accurate and appropriate use of data.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: 011 227 9000
<u>POST 22/393</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROLS REF NO: REFS/018277</u> Directorate: Internal controls

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting /Auditing/ Internal Auditing/ Risk Management. 2 -3 years working experience in Risk Management/ Auditing/ Accounting.

DUTIES : To render the provisioning of an effective and efficient internal control services in terms of legislative mandate. Conduct internal control systems within the department. Develop, implement and maintain internal control policies, frameworks and procedure manuals. Provide transversal support, advise and guidance in terms of internal controls prescripts. Participate in the compilation of reports to the Executing Authority on internal control compliance programmes.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 22/394 : **SENIOR CONTRACT ADMINISTRATOR: CONTRACT MANAGEMENT REF NO: REFS/017530**
Directorate: Contract Management

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three- year qualification (NQF Level 6) as recognised by SAQA in Business/Purchasing/Supply chain/ Financial Management/Public Administration and Public management. 2-4 years' experience in Procurement /Supply Chain Management position. Experience in contract management. An understanding of government procurement policies and procedures. Knowledge and experience in using SAP R/3 and SAP SRM will be advantageous.

DUTIES : Gather, analyse, review information and report on contract management related reports within the GPG. Monitor implementation of contract management policies and procedures by GPG departments. Provide advice, guidance, and support to GPG departments on all contract related matters. Perform supplier performance monitoring and site visits to monitor performance. Perform supervisory functions and undertake all administrative functions required regarding financial and HR administration.

ENQUIRIES : Ms. Grieta Ndala, Tel No: 011 227 9000

POST 22/395 : **SENIOR ADMINISTRATION OFFICER REVENUE AND DEBT COMMITTEE REF NO: REFS/017513**
Chief Directorate: Local Government Financial Services

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 6) as recognized by SAQA. 3 – 5 years' experience in office administration, coordination, or customer service. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to analyse documents and situations. Self-management and motivation. Knowledge of the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. Basic knowledge of local government or public sector. Confidentiality, trustworthy discretion, and honesty.

DUTIES : Provides administrative support services to the chief directorate. Coordinate and maintain the electronic filing system on the network drive. Assist with logistics and provide administrative support to the Grants Management Committee and Debt Management Committee. Support to personal assistant and office of the branch manager. Study the relevant Public, Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms. Grieta Ndala,Tel no: 011 227 9000

POST 22/396 : **SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/018267 (3 POSTS)**
Directorate: Financial Information Management Systems

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP, SRM) systems. Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems, Knowledge of SAP and SRM. Understanding of the PFMA, TREASURY Regulations, and relevant legislation. Knowledge of Public Service Act and Regulations. Public Finance Management Act. Treasury Regulations. Municipal Financial Management Act.
<u>DUTIES</u>	:	Provide system support on (transversal) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide transversal system training to all Users. Assist and support the project administration of new or enhanced modules of Transversal systems. Manage access to the procurement system via the role/profile management tool (password reset).
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana, Tel no: 011 227 9000
<u>POST 22/397</u>	:	<u>PRACTITIONER CONTENT AND CATALOGUE REF NO: REFS/018264</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Supply Chain Management. 1-2 years' experience as an administrator. 1-2 years in Supply Chain Management. Knowledge of customer relationship management. Buying/ warehousing/ cataloguing experience. MS Office will be an added advantage. Knowledge of BCEA, PSA, cataloguing principles will also be an added advantage.
<u>DUTIES</u>	:	To create and update formats for cataloguing on e-Cats and ensure a complete catalogue by checking and verifying all new and non-audited items/services on e-Cats cataloguing tool, prior to exporting the catalogue item to SAP; Create or update formats as per the need of practitioner. Perform system controller functions by doing quality assurance of work prior to export to SAP. Conduct master data clean up. Quality assure service numbers as per end user requirement.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala, Tel no: 011 227 9000
<u>POST 22/398</u>	:	<u>PRACTITIONER CONTRACT MANAGEMENT REF NO: REFS/017526</u> Directorate: Contract Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three- year qualification (NQF Level 6) as recognised by SAQA in Business/Logistics/Supply chain/ Financial Management/Public Administration and Public management.1 – 2 years' experience in Contract Management and/or Supply Chain Management administration. Knowledge and experience in using SAP R/3, Supplier Relations Management (SRM) and Customer Relations Management (CRM) will be an added advantage.
<u>DUTIES</u>	:	To monitor and evaluate the supplier and the entities, to ensure that they comply with the service level agreement and rendering the goo quality and on time. Service delivery and site visits. Monitoring of contract values and validity end dates, ensuring implementation of price adjustments. Expediting Supplier Payments to ensure adherence to 30-day payment SLA.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala, Tel no: 011 227 9000
<u>POST 22/399</u>	:	<u>PRACTITIONER QUERY MANAGEMENT REF NO: REFS/018389</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management. 1-2 years' experience in procurement and or supply chain management. Experience in contract management and or strategic sourcing and or query management is advantageous. Knowledge and experience in using SAP R/3, SRM and CRM is preferred. Knowledge and experience in using Microsoft Office is preferred.
<u>DUTIES</u>	:	Support the Query Management Team to achieve the strategic objectives and Procure to Pay Unit by enhancing service delivery of GPT. Ensure that all

queries have a call reference number and are attended to and resolved within 2 working days. Ensure that queries in the Procure to Pay mailbox are kept to a minimum. Regulatory compliance: Request, compile and submit accurate monthly query reports to the Deputy Director on time; Submit performance contracts and quarterly reviews on time; Record keeping is implemented to ensure complete, relevant, and accurate information supporting performance reporting. Implementation of an action plan to address internal controls deficiencies monitored; Process Maps are regularly annually as required; Monitor and recommend leave request

ENQUIRIE : Ms. Linda Ninzi Tel no: 011 227 9000

POST 22/400 : **EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/018064**
Directorate: Corporate Services

SALARY : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Social Work or Psychology. 1 – 2 years' experience in the field of Health and Wellness Programme. Valid registration with the HPCSA as Counselling Psychologist/ South African Council for Social Service Professions is compulsory. Public Sector experience. Knowledge of Public Service acts and regulations, DPSA EHWP strategic framework, PILIR and Health and Wellness policies. Conflict mediation skills, computer literacy, problem solving skills, report writing skills, good interpersonal relations, planning and organising skills, facilitation skills, communications skills, report writing skills, analytical skills, influencing skills, project planning and counselling skills.

DUTIES : Implement departmental Wellness policy and procedures in the department. Provide administrative technical support for Wellness activities and Wellness Committee in the department. Implement the four pillars of Employee Health and Wellness in the department. Health and Productivity Management Pillar. Wellness Management Pillar. HIV/AIDS and TB Management Pillar. Facilitate the establishment of different sporting codes. To co -ordinate EHWP committee meetings as well as events within the department. To provide brief counselling and conflict mediation within the department. Provide administrative duties and adhere to policies

ENQUIRIES : Ms. Grieta Ndala, Tel no: 011 227 9000

POST 22/401 : **PRACTITIONER: ACCOUNTING COMPLIANCE (STATUTORY DEDUCTIONS MANAGEMENT) REF NO: REFS/017876**
Directorate: Accounting Compliances

SALARY : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting or Finance. 1-2 years working experience in Finance /HR environment. Experience in BAS or SAP or Persal systems or any recognised financial management systems like Sage Pastel will be an advantage. Application of Relevant Legislations i.e. Income Tax; Unemployment Insurance Act; Public Financial Management Act (PFMA), Public Service Regulations Act and Treasury Regulations.

DUTIES : To provide operational duties in terms of compliancy to Tax legislations and effective management of statutory deductions related accounts; Tax Administration; Management of deductions accounts; Management of salary reversal control accounts; Management of ACB accounts; Management of salary inter-departmental balances; Implementation identify verification solution; UIF administration.

ENQUIRIES : Mr. Ben Diale, Tel no: 011 227 9000