

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
- CLOSING DATE** : 17 May 2024
- NOTE** : Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 15/116** : **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD/GDARD/2024**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 158 533 – R428 830 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg

REQUIREMENTS

: An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8). A relevant qualification in Agricultural Science; Economics; Environmental studies; Veterinary Services, Rural Development will be added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

DUTIES

: Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld, Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. He/she must further ensure that the Gauteng Department of Agriculture and Rural Development radically modernise and transform agri-food value chain, ensure sustainable environment and development of urban and rural communities by ensuring sustainable environment management; providing access to and inclusive participation in commercial agri-food value chain and agro-processing; promoting food security; promoting/contributing/stimulating integrated rural and urban development; and promoting the One Health System.

ENQUIRIES

: Ms Pange Radebe: Tel No: (011) 298 5632/066 315 6970

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 79 24851.

CLOSING DATE

: 17 May 2024

NOTE

: It is a requirement of this position for a candidate to produce a pre-entry certificate issued by the National School of Government prior to appointment. Candidates are required to undergo pre-entry requirement course online to obtain the certificate endorsed by the National School of Government. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, Females

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

OTHER POSTS

- POST 15/117** : **CHIEF ARTISAN GRADE REF NO: REFS/020245 (X4 POSTS)**
 Branch: Roads Infrastructure
 Directorate: Roads Maintenance and Fleet Services
- SALARY CENTRE REQUIREMENTS** : R455 223 – R729 783 per annum, (plus benefits)
 : Tshwane Regional Office
 : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan / Artisan Foreman (Proof of recognised experience will be required only to the shortlisted candidates). Computer literacy. A Valid driver's license.
- DUTIES** : Manage plant and assets. Generate plant, equipment and assets transfer reports. Manage client relations. Providing services to clients that meet the standards laid down in the department, Manage plant and equipment maintenance programme. Compiling reports on breakdowns in the Regions. Scheduling of major repairs. Scheduling of routine maintenance. Managing risk and comply with the policies set out by the department in relating to your job. Control and monitor expenditure according to the budget. Managing the development of personnel. Adhere to all safety regulations and rules, in the departmental areas of work. Develop yourself and others to improve on the objectives of the directorate towards service delivery.
- ENQUIRIES** : Ms. Valentine Majoko Tel No (011) 227 8304/05
- POST 15/118** : **ROADS SUPERINTENDENT REF NO: REFS/020252 (X4 POSTS)**
 Branch: Roads Infrastructure
 Directorate: Tshwane, West Rand and Sedibeng Regional Offices
- SALARY CENTRE** : R376 413 per annum (Level 08), (plus benefits)
 : Tshwane (X1 Post)
 : West Rand (X2 Posts)
 : Sedibeng Regional Offices (X1 Post)
- REQUIREMENTS** : National Diploma at NQF level 6 in civil Engineering or Construction Management, Minimum of 6 years in Road maintenance/ construction environment. Competencies: Computer Literacy, Planning and organization, Accuracy, Flexibility, Teamwork, Interpersonal relations, good verbal and written communication skills. A valid driver's license.
- DUTIES** : Execute contract mentoring and monitoring such as: Monitor the work that is planned for maintenance in the region, Monitor contractors working in the region according to the planned programs, monitor contractors compliance with standards and specifications of the contract, monitor adherence of contract conditions. Execute the Ribbon Development, Infrastructure protection and road advertisement support services. Supervise and execute office support services. Monitor and execute goals, objectives, and resources of the region.

- ENQUIRIES** : Ms. Valentine Majoko Tel No: (011) 227 8304/05
- POST 15/119** : **ARTISAN PRODUCTION GRADE A-C REF NO: REFS/020251**
Branch: Roads Infrastructure
Directorate: Roads Maintenance and Fleet Services
- SALARY** : R230 898 – R386 775 per annum, (plus benefits), (offer is based on recognition of experience after trade certificate)
- CENTRE** : Tshwane Regional Office
- REQUIREMENTS** : Diesel / Petrol Trade Certificate. Valid driver's license, (Code 10/C1). Sound knowledge of Construction machines. Ability to communicate effectively. Knowledge of Automotive tools and equipment. Ability to operate earthmoving machinery (Graders and TLB's)
- DUTIES** : Ensure workshop vehicles are equipped with proper tools. Advise Operators on lubrication of machines. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities according to schedule. Quality assures services and maintained equipment. Compile and submit reports, keep and maintain job record/register. Supervising tradesmen Aids. Appraisals of tradesman aids and Apprentices Mentor Apprentices. Continuous individual development to keep up with new technologies.
- ENQUIRIES** : Ms. Valentine Majoko Tel No: (012) 310 2367
- POST 15/120** : **OPERATOR EARTHMOVING REF NO: REFS/020250 (X2 POSTS)**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Heidelberg Region
- REQUIREMENTS** : NQF level 2 (Grade 10 certificate or equivalent), 5 years' relevant experience. Operating Certificate, Ability to operate equipment, Good communication skills. Code EC driver's license.
- DUTIES** : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.
- ENQUIRIES** : Ms. Valerie Govinden Tel No: (011) 355 7031
- POST 15/121** : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/020248 (X3 POSTS)**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Heidelberg Region
- REQUIREMENTS** : NQF level 2 (Grade 10 certificate or equivalent), 3-5 years' experience relevant experience. Ability to operate equipment, Good communication skills. A valid driver's license.
- DUTIES** : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.
- ENQUIRIES** : Ms. Valerie Govinden Tel No: (011) 355 7031

POST 15/122 : **TRADESMAN AID REF NO: REFS/020448 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Maintenance Technical Auxiliary Services, Office Support and
Coordination

SALARY : R155 148 per annum (Level 03), (plus benefits)
CENTRE : Koedoespoort (Pretoria)
REQUIREMENTS : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related
experience. Computer literacy will be an added advantage.

DUTIES : Cleaning the tools and parts before and after use. Ensure that the Stores is
always clean and place the warning signs on the right place. Assist with in -
house stock taking services, and load and off-loading of stock. Register
RLS02/VA2. Issue/received material on the VA11 bin cards. Stores issue items
from allocated address-area according to prescripts. Count stock on a daily
basis.

ENQUIRIES : Ms. S Ramoshebi Tel No: (012) 310 2334

POST 15/123 : **TRADESMAN AID REF NO: REFS/020447 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Construction Quality Assurance

SALARY : R155 148 per annum (Level 03), (plus benefits)
CENTRE : Koedoespoort (Pretoria)
REQUIREMENTS : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related
experience. Lab experience and Computer literacy will be an added advantage.

DUTIES : Perform all laboratory test on road building materials according to TMH 1, TMH
5 and SANS 3001 test methods. Perform verification of all laboratory
equipment according to ISO 17025 and keep the lab and all apparatus clean.
Assist with field tests and sampling on site. Report faulty apparatus and
perform tasks as specified by higher ranking officer.

ENQUIRIES : Mr. Aleck Magora Tel No: (012) 310 2334