

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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.

<u>APPLICATIONS</u>	:	Applications must be submitted on a duly online completed Z83 form Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx
<u>FOR ATTENTION</u>	:	Human Capital management
<u>CLOSING DATE</u>	:	08 September 2025
<u>NOTE</u>	:	It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities. Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx and it should be accompanied by a most recent Z83 form and comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity will be submitted upon request (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Following the interview and exercise, the selection panel will recommend SMS candidates to attend a generic management competency assessment. The certificate for entry into SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Preference will be given to female applicants for SMS posts. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 30/94</u>	:	<u>CHIEF DIRECTOR: INTEGRATED DEVELOPMENT AND SPATIAL PLANNING REF NO: REFS/023221</u> Chief Directorate: Integrated Development and Spatial Planning
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7/ Bachelor's Degree in the Built Environment as recognised by the South African Qualifications Authority (Qualification that enables registration with the South African Council for Planners as a Technical or Professional Planner. A post-graduate qualification in the development planning, spatial planning, urban planning, town/urban and regional planning will be an added advantage. coupled with 5 years' working experience at a senior managerial level either at municipal or provincial/national level or a combination of these and, preferably in the Urban Planning, Development Planning, Spatial Planning, and related field. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge and understanding of legislation and policies governing Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of National and Provincial programmes, and priorities relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Knowledge and understanding of intergovernmental planning and implementation instruments, systems, and governance models; Knowledge and understanding of intergovernmental planning and implementation challenges and opportunities; Knowledge and understanding of intergovernmental planning and implementation support methodologies and programmes; Knowledge and understanding of intergovernmental planning and implementation partnership methodologies and typologies; Knowledge of

legislation governing financial management; Knowledge of legislation and policies governing human resource management; Knowledge of legislation and policies governing supply chain management; Interpretation and implementation of various legislation, programmes and policies relevant to Integrated Development Planning, Intergovernmental Planning, Intergovernmental Relations and coordination, Spatial Development and Planning, Geographic Information Systems, Local Economic Development; Ability to distinguish between and support where necessary, the political and administrative mandates pertaining to integrated development planning in the province and across municipalities; Programme and Project Management associated with the development of IDPs, town/urban and regional planning, spatial planning local economic development and development planning; Ability to use various computer applications (Word, PowerPoint, Microsoft, Excel); Ability to analyse and assess integrated development plans and processes; Programme and Project Management; Analysis, Monitoring and Evaluation; Report writing; Presentation; Communication; Ability to engage with various stakeholders, municipalities and departments; Problem-solving and conflict resolution; Financial Management; People Management; Change Management; Leadership; Innovation. Valid driver's license Minimum Code 8 (EB).

DUTIES : Manage the support and monitoring of the development of municipal Integrated Development Plans (IDPs) across the GCR; Manage the implementation of the District Development Model (DDM) across the GCR; Manage the coordination of local economic development across the GCR; Manage the development and review of the Gauteng Spatial Development Framework; Manage support, to develop, review and implement municipal Spatial Development Frameworks; Manage support to land use management across the Gauteng City Region; Manage and solve conflict within the Chief Directorate; Manage the Budget of the Chief Directorate; Manage the skills development plan of the Chief Directorate; Manage the PMDS of the Chief Directorate; Manage the audit finding and queries of the Chief Directorate; Oversee leave management of the Chief Directorate.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/95 : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/023222**
Directorate: Transformation Programmes

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7/ Bachelor's Degree in Public Administration, Social Sciences, Humanities as recognised by the South African Qualifications Authority, or relevant qualification, coupled with 5 years' experience at a middle/senior managerial level in Transformation Programmes or Related Programs. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge in local government and development studies; Ability to communicate well with people at different levels and from different backgrounds; Ability to plan, implement, monitor, and evaluate activities and desired outputs in respect performance indicators and targets; Knowledge in administrative procedures in the department; Ability to keep an office in a tidy manner having a detailed tracking system for documents and effective filing system; ability to obtain relevant information from correct sources within a limited timeframes; Analytical skills; Project management skills; Report writing skills; Communication skills; Problem solving skills; Conflict management skills; Interpersonal skills; Planning and organising skills; Coordination skills; Facilitation skills; Assertiveness; Negotiation skills; Work independently; Honesty; Confidentiality; Responsibility; Accountability and Sharing; Willingness to go beyond the call of duty.

DUTIES : Lead and manage capacity building initiatives on GEYODI mainstreaming and gender-based violence and femicide; Manage and coordinate capacity building initiatives through trainings and workshop programmes; Lead and manage the nomination process of delegates to attend training; Ensure the monitoring of training programmes; Ensure the development and management of training database; Manage and monitor compliance of training programmes with relevant legislation; Lead and manage the support to municipalities with GEYODI mainstreaming initiatives; Ensure the provision of support to all

municipalities to ensure GEYODI mainstreaming; Ensure the monitoring of all municipalities on transformation programmes; Ensure the capacitation of all municipalities to ensure GEYODI programmes; Coordinate the implementation of GBVF programmes in municipalities; manage and coordinate capacity building programmes on GBVF in the department and municipalities; Ensure the development of transformation policies and strategies and monitor implementation in the department and municipalities; manage and develop departmental gender, youth and people with disability mainstreaming action plans; Manage and conduct advocacy sessions on departmental gender, youth and people with disability mainstreaming programmes; Manage and conduct compliance of departmental and municipal programmes to gender, youth and people with disability mainstreaming targets, policies and action plans; Manage and ensure reporting on the implementation of corrective action on departmental and municipal programmes; Manage and coordinate the process of hosting commemorative months in line with specific and relevant themes; Ensure the liaising with specific municipality and stakeholders; Exercise oversight and provide strategic support to the department and municipalities with regards to transformation programmes; Ensure the monitoring of communication, reporting and integration of the outputs to the units within the department and externally with all stakeholders; Monitor and manage the distribution of the sector presentations and commitments to all relevant municipalities and stakeholders; Ensure the provision of written reports to the supervisor on all TP-related meetings, sessions, conferences and workshops within 7 days of attendance; Manage coordination of departmental GEYODI mainstreaming; Ensure the monitoring and supporting HCM to ensure employment equity targets are met; Ensure the monitoring and supporting SCM to ensure BBBEE targets are met; Ensure the identification of GEYODI/ transformation empowerment programmes for the department and municipalities; Manage the awarding of bursaries to learners with disabilities; Ensure the liaising with institutions of higher learning to provide us with database of deserving learners with disabilities; Manage and develop submissions and award letters to the deserving learners with disabilities; Ensure and monitor responses to enquiries from internal and external stakeholders; Manage the collation and dissemination of all the sector strategic plans, plan of action and all the GPG technical comments regarding transformation programmes and GEYODI to all municipalities; Manage and Departmental performance on GEYODI targets and plans from the relevant business units; Manage all logistics related to GEYODI and committees; Coordinate and compile reports to the HOD, MEC and legislature; Manage the preparation and submission of quarterly, bi-annual and annual gender, youth and people with disability mainstreaming reports; Manage and solve conflict within the directorate; Manage the budget of the directorate; manage the skills development plan of the directorate; Manage the PMDS of the directorate; Manage the leave management of the directorate; manage the audit finding and queries of the directorate; Ensure administrative support is given to members of the directorate; manage logistical arrangements for all the unit's meetings/engagements.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/96 : **DIRECTOR: STAKEHOLDER LIAISON REF NO: REFS/023224**
Directorate: Stakeholder Liaison

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Bachelor's Degree in Public Administration, Communications, Social Science as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial. Furthermore, the recommended candidate will be required to produce SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Public Service Act and Regulations, PFMA, Government processes of formulating policy, managerial skills, project management skills, risk analysis skills, Interpersonal skills, problem solving skills, analytical skills and report writing skills. A Valid driver's license.

DUTIES : Develop and manage the implementation of stakeholder engagement strategies, policies and procedures and ensure that stakeholder profiles (interests and expectations) are analysed and maintained throughout the

delivery of a programme/project. Develop and implement creative, effective, and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication. Develop and implement policies and procedures and action plans for stakeholder engagement activities. Ensure the identification of innovative communications solutions. Manage co-ordination of information gathering and dissemination across various project teams. Ensure monitoring and evaluation of the progress and outcomes of stakeholder engagement activities. Develop and manage the stakeholder Management database. Develop positive links with relevant stakeholder groups to ensure the transmission of information is coordinated. Ensure compilation of monthly and quarterly reports on implementation of Stakeholder Engagement activities. Ensure that the council's and community consultation and engagement standards are applied consistently throughout the capital programmes and to demonstrate this through management reports, gateway reviews and audits. Manage and / or lead meetings and large group activities with strategic stakeholders and encourage collaborative partnership. Ensure the provision of advice, support, and brief of relevant stakeholders on matters relating to stakeholder engagement activities and delivery of outcomes. Manage the facilitation and coordination of events that publicize positive activities involving projects and maintain an ongoing communications plan. Implementation of government policies on civic education and promotion of participatory democracy. Coordination of all spheres of government to promote effective civic awareness on government programmes and services.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/97

: **DIRECTOR: COMMUNITY DEVELOPMENT REF NO: REFS/023225**
Directorate: Community Development

SALARY **CENTRE** **REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7/ Bachelor's Degree in Development Work Social Sciences as recognised by the South African Qualifications Authority or equivalent qualification, coupled with 5 years' experience at a middle/senior managerial in the Public Service. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Financial management, knowledge of Community Development work, relevant legislation & policies, programme management, integrated approach to service delivery, computer literacy, planning, team development, decision making, presentation, leadership, Community Development, networking, communication, organizing, controlling, research. A valid drivers' license.

DUTIES

: Customise the CDW national Policy Framework to an Implementation Plan for (CDWP). Manage the establishment of Provincial and District Forums for co-ordination and implementation of CDWP. Provide functional linkages between the national offices (DCOG & DPSA) and the Provincial stakeholders in all aspects of CDWP within Gauteng. Manage all developmental aspects of the CDWP in accordance with the policy framework and standard guidelines. Provide guidance and advisory services to Municipalities for the implementation of CDWP within Gauteng. Manage processes for identification of potential operational risks and obstacles to develop appropriate solutions and proactively report deviations, trends, and problem areas to the CDW National Coordinators Forum (NCF). Ensure analyses of consolidated provincial reports and provide recommendations thereon. Manage, monitor, and evaluate the functioning of CDW programme in the province. Manage the broad recruitment standards and implementation framework for the CDW programme. Procure necessary human, financial, equipment and other resources. Establish and maintain appropriate control mechanism. Ensure principles of CDWP in Gauteng and policies are implemented within a structure framework by both spheres of government and other relevant local governance structures. Facilitate implementation of partnership framework within local government to effect systematic operation of the CDW programmes. Ensure increasing response to community needs and effective implementation of development initiatives emanated from CDW operations. Manage the development of a memorandum of understanding between stakeholders (municipalities, government departments and local governance structures) and

the DCOG. Manage the implementation of the CDWP in line with National, Provincial and Local Government access strategies. Ensure effective linkage of citizens to government programmes, projects, and services. Manage the alignment of the CDWP with other government programmes i.e. Public Participation, LED and GCIS. Manage the implementation of the CDW Information Management System. Manage the provision of support to mobile platforms for CDW's. Manage the process of the provision of CDW resources in close proximity to community clustering areas. Develop realistic and cost-effective operational deliverables and milestones to meet deadlines. Manage the compilation and the implementation of strategic business plan and operational plans. Manage HR related matters and budget.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/98

: **DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION (POLICY AND RESEARCH) REF NO: REFS/023226**

Directorate: Municipal Governance and Administration

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7 qualification in Public Administration/ Politics/ Public Policy and Governance/ Policy Studies as recognised by the South African Qualifications Authority or related studies. Coupled with 5 years of experience at a middle/senior managerial level in Municipal Administration/Policy and Research environment. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Demonstrate knowledge of policy analysis, formulation, and research, analytical and problem-solving, communication (written and verbal). Strong research, strategic, leadership, IGR, and management skills. Financial management skills. Programme and project management skills. People management and empowerment compete. A valid driver's license.

DUTIES

: Manage and coordinate municipal administration, governance, and research functions effectively and efficiently within the department. Policy and Research: Develop a policy and research agenda for the department and create an implementation plan for all policy and research-related matters, including the review of local government policies, regulations, frameworks, and legislation. Project manage policy and research initiatives for the department on topical issues in local government. Municipal Administration and Governance: Manage and support municipal establishment processes pre- and post-local government elections. Support municipal corporate services to ensure good governance. Manage provincial interventions in local government. Coordinate the support of council oversight and accountability systems. Support municipal administrative compliance as outlined in the local government legislative framework. Support integrity management initiatives in municipalities in line with the Local Government Anti-Corruption Strategy and conduct investigations in accordance with Section 106. Manage the Budget of the Directorate. Manage the skills development plan of the Directorate. Manage the PMDS of the Directorate. Manage the audit findings and queries of the Directorate.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

OTHER POSTS

POST 30/99

: **DEPUTY DIRECTOR (OFFICE MANAGER): OFFICE OF THE HOD REF NO: REFS/023229**

Directorate: Executive Support

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive package)
: Johannesburg
: Matric plus NQF7 in Public Administration/Administration, Office Management, or relevant qualification; Coupled with a minimum of 3 to 5 years of administration experience in the public sector environment. Competencies: In-depth knowledge of government legislative frameworks such as the PFMA, Public Service Act, Treasury Regulations and various Acts that regulate the Public Service; Knowledge of Supply Chain Management, corporate services and financial and asset management procedures and processes in the public sector; Good working knowledge of the Ministerial Handbook; Excellent organisations skills; Interpersonal Skills; Excellent Communication skills;

Computer skills; Analytical thinking skills; Research skills; Management skills; Leadership skills; Strong administrative skills; Time management; Work independently, effectively, and efficiently under pressure and a valid driver's license.

DUTIES

- : Coordinate cabinet submissions and confirmation of content matters with the responsible manager in the Branch; Ensure that Executive Council decisions are communicated to all relevant managers within the Department for implementation or updates where required; Collate responses on decisions received for HoD and MEC's consideration and approval and submit to the Cabinet Secretariat; Ensure that status updates on all Technical Subcommittee and EXCO decisions are provided to the Cabinet Secretariat as per the stipulated timeframes; Implement measures to ensure that all cabinet submissions are submitted within a required timeframe and per the approved cabinet programme; Ensures tracking system is in place to track all EXCO decisions and decision of the internal meetings; Compile and submit quarterly reports to the HOD on all EXCO resolutions; Manage the coordination of Senior Management Meetings chaired by the HoD, (e.g. Quarterly Review Sessions, Strategic Planning Sessions, Local Government Workstream, Regional Conveners Meeting, Regional Teams Meetings, Bilateral Meetings with Sector Departments and Bilateral Meetings with municipalities and SMT); Manage workshops & functions within the set timeframes; Minute taking & recording of meetings; Distribute packs this includes agenda, minutes, and Action List of previous meeting as well as summarized content reports as requested by the HOD; Follow up on resolutions & close off resolutions with appropriate reports also ensuring that deadlines are met. Compile and submit quarterly reports to the HOD on all governance structures resolutions; Track and close off resolutions emanating from National Structures such as MINMEC and others; Manage the recruitment and selection of staff for the Office of the HOD; Manage leave of personnel; Manage, coach and supervise staff; Coordinate financial disclosures pertaining to top management; Manage Performance Management and Development System (PMDS); Implement Online PMDS for the Heads of Department; Coordinate the Performance Agreements for Senior Managers reporting to the Head of Department; Identify training needs. Compile and manage the indicative training programme; Manage own development and training; Compile portfolio of evidence, if required; Compile monthly training reports; Ensure leave co-ordination is done effectively; Provide general administrative duties to director executive support and the HOD; conduct regular staff meetings; Manage the quality control of documents/submissions/referrals received in the Office of the HOD; Manage the implementation of an effective and efficient Document Management system for proper execution and coordination of activities in the office of the HOD; Quality check documents before submission to the HOD; Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the HOD; Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings such as HOD's Forum, MINMEC etc; Compile memoranda as required; Scrutinize submissions/reports, make notes and recommendations to present to the HOD; Draft responses for submission to internal and external stakeholders; Co-ordinate, follow-up, and compile reports of a transverse nature for the HOD and advise/sensitize the HOD on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.); and Compile presentations and speeches for the HOD; Liaise with stakeholders to ensure integration of programmes; Scrutinize documents to determine actions/information/documents required; Collect and compile information for the HOD with regard to issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda; and Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc; Provide support to the Head of Department: Scrutinize documents to determine actions/ information/documents required; Collect and compile information for the Heads of Department or Branches at National level with regard to issues that needs to be discussed; Record minutes/ decisions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the

Heads of Department or Branches at National level and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Manage general support services in the office of the Heads of Department: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; and Manage the engagements of the Heads of Department or Branches at National level; Manage the resources of the Heads of Department: Determine and collate information with regard to the budget needs of the Office; Keep record of expenditure commitments, monitor expenditure and alert the DG with regard to possible over- and under spending; Identify the need to move funds between items compile submissions for this purpose; Monitor and evaluate the performance of the Staff in the Office; and Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc.; Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/100 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/023230**
Directorate: Supply Chain Management

SALARY : R468 459 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/7 qualification in Supply Chain Management / Logistics or relevant qualification. Coupled by a minimum of 3 years' experience in Asset Management environment. Competencies: Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, and Analytical Skills. A valid driver's license.

DUTIES : Management of assets acquisition: Implement and monitor acquisition, maintenance and disposal plans for assets, effectively implement the Asset Management Strategy within the Department. Monitor asset management resources allocated to the asset management function, promote, and obtain buy-in from internal and external stakeholders in the Department, ensure effective integration and working procedures between the asset management function and Supply Chain Management within the Department, ensure effective management of assets in compliance to Asset Management Strategy and requirements of the PFMA and advise management on new policies regarding asset management matters. Management of assets register: Monitor the updating, maintenance of asset register and the barcoding of new assets and asset inventory list. Monitoring physical verification of assets: Monitor physical verification of assets, monitor asset verification records for audit purposes, monitor updating of asset register with the results of the physical count and monitor the reconciliations on the asset register and the physical count. Monitoring the movement of assets: Monitor compliance for movement of assets, monitor the compilation and submission of reports on the movement of assets, monitor the updating of assets identified by movements of assets and responsible for all Loss Control activities within the department and constant engagement with securities management. Financial reporting of assets: Monitor the monthly reconciliations of assets and monitor the proper accounting of assets to the quarterly IFS and AFS. Management of staff: Monitor staff performance and development plans, monitor staff leave plans, monitor staff disciplinary and grievance matters and allocate and distribute functions to staff.

ENQUIRIES : Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/101 : **LEGAL ADMINISTRATIVE OFFICER (MR-5) REF NO: REFS/023228**
Directorate: Legal Services

SALARY : R464 634 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF7 in LLB or as otherwise determined by the Minister for Justice and Constitutional Development, coupled with at least 8 years' appropriate post qualification legal experience. Competences: Knowledge of local government

law and related legislation; Ability to provide legal advice and opinions local government law and related legislation; Ability to draft properly composed legal documents; Ability to ensure 100% instructions to the State Attorney on matters affecting the MEC, the HoD and the Department; Ability to provide a legal brief once a quarter on matters of local government law and related issues; Ability to update the Department's Human Resource Delegations under the Public Service Act and the update of the Department's policies as and when required by client directorates.

DUTIES

: Manage litigation on behalf of the MEC, the HoD and the Department; Conduct, analyse, interpret, advise on research that will provide information and case law relevant to a legal matter at hand; Present and advise on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result; Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard; Successfully conduct a consultation in order to determine a client Unit's goals and objectives; Advise a client Unit on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions; Document consultation and all advice given during legal consultation in writing; Provide advice and guidance to lower level production employees on advanced consultation techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Examine the instruction received from client to determine the legal question(s) to be addressed; Consult with client to obtain further clarity, if necessary; Source necessary legal tools; Conduct the necessary research regarding the legal issue(s) to be addressed; Draft the Opinion; If necessary, consult the client; Finalise and submit the opinion to Supervisor for vetting; Obtain instructions from client as to the nature of the document to be drafted; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Draft the legal document and submit to client; If necessary, further consultations with client and other parties; Finalise the document and submit to Supervisor for vetting; Receive the document for legal review from client, along with instructions; Consult with client to obtain further information, if necessary; Conduct research and source the relevant resource tools and information; Scrutinize the document, in order to ensure that it complies with all relevant legal requirements; If necessary, consult with client and other parties to provide legal clarity and assist in finalizing the document which has been reviewed; Prepare comments regarding the document and submit to Supervisor for vetting; Receive summons or notice of motion from the State Attorney's Office; Scrutinize the court papers received; Consult with State Attorney's Office, if necessary; Consult with relevant client unit to which the matter relates; Prepare brief for the HOD/ MEC on necessary course of action to be undertaken; Submit brief to Supervisor for vetting; Brief the State Attorney on course of action to take, either to oppose or not to oppose; Receive instructions from relevant client unit to determine the merits of the contemplated action; Consult with the client unit and obtain other relevant information to prepare opinion regarding whether there are reasonable prospects of success; Provide advice to the HOD/MEC on the contemplated action and submit to Supervisor for vetting; If there are reasonable prospects of success, then the HOD/MEC will provide instructions to institute the action; Continue with similar steps as outlined above in respect of litigation against the Department, with appropriate modifications for the context; Conduct research on topical issue; Prepare briefing and submit to Supervisor for vetting; Circulate the legal briefing to colleagues in the Department; Provide legal library services in the event where the Law Librarian is absent or not available.

ENQUIRIES

: Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

POST 30/102

: **ADMIN CLERK: PURCHASING AND STORES REF NO: REFS/023231**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, (plus benefits)
: Johannesburg
: Matric coupled with a minimum of 1 - 2-years' experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting

principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure.

- 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. 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** :
- Caiphus Nkuna/ Andy Ndaba at 071 474 7078/51

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

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

- APPLICATIONS** :
- To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.
- CLOSING DATE** :
- 05 September 2025
- NOTE** :
- In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents, all other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 30/103** :
- DEPUTY DIRECTOR: POLICY REF NO: REFS/023213**
Directorate: Policy and Legislation
- SALARY** :
- R896 436 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	NQF Level 6 or 7 in Social Sciences/Development Studies/Information Management. A minimum 3-5 years middle management/ supervisory experience. A valid driver's license. Competencies: Knowledge of Public Service Act and Regulations, PFMA and Treasury Regulation, DID Policies and procedures, Infrastructure. Delivery Management System, Research Methodologies, Knowledge Management, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000. Project Management. People Management. Financial Management. Conflict Management. Skills: Research, Analytical, Communication, Reporting writing, Problem solving, Facilitation. Planning and organizing, Leadership, Negotiation, Influencing. Attributes: Responsive, Credible, Quantity-orientated, Creative, Pro- active, Professional, Presentation. Decisive, Credible, Motivating.
<u>DUTIES</u>	:	Manage the development of sustainable policies through the provision of administrative, technical and logistical support. Manage undertaking general and specific literature reviews on provincial, best national and international practices regarding policy models. Manage the provision of secretariat services to the Departmental. Policy Committee and Advisory Committee. Manage the establishment of networks and stakeholders. Manage consultative interactions with stakeholders and partners on policies. Manage the development and maintenance of policy stakeholders and partners databases. Manage implementation of workshops and work sessions in line with the Department to ensure awareness and understanding of policies, associated strategies and guidelines. Manage dissemination of consolidated policies to standing committee meetings for inputs. Manage policy queries and route them appropriately. Manage liaison with provincial spheres of government in developing related policies in order to ensure strategic alignment with National and Provincial policies. Manage interpretations of applicable laws, strategic, as well as political party determinations. Manage evaluation and review of DID policies and align them with Departmental objectives. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/104</u>	:	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: REFS/023205</u> Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Collective bargaining of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act Skills: Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful. Ability to

DUTIES

communicate at all levels. Trustworthy. Hard-working Self-motivated and ability to work independently.

- : Monitor all collective bargaining activities in the Department. Provide labour relations advice and technical support to line managers, regional offices and institutions Establish consultative structures in all the Departmental Regions Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Monitor the implementation of collective agreements and resolutions. Conduct labour relations training and capacity building to line managers and staff. Facilitate Labour Relations and Regional Managers meetings. Intervene and resolve conflict and advice appropriately Facilitate the grievance resolution processes. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

- : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 30/105

- : **ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/023203**
Directorate Labour Relations

SALARY **CENTRE** **REQUIREMENTS**

- : R468 459 per annum, (plus benefits)
- : Head Office (Johannesburg)
- : An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 3 Years' experience in Case Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of standards, practices, processes, and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.

DUTIES

- : Manage and monitor all cases in the Department. Monitor the implementation of collective agreements and resolutions. Provide verbal and written advice on grievances Facilitate and co-ordinate the disciplinary processes Participate and monitor regional consultative structures. Conduct impact analysis of labour relations processes and policies in the Department. Establish consultative structures in all the Departmental Regions. Investigate misconduct and represent the employer in the disciplinary enquiries (formal and less formal) Draft and acknowledge of receipt. Facilitate LR and Regional Managers meetings. Conduct labour relations training and capacity building to line managers and staff. Liaise with HR on LR issues Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service

		delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/106</u>	:	<u>SENIOR LABOUR RELATION OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023207</u> Directorate Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 2-3 Years' experience in Labour Relations. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act Labour Relations Act. Skills: Basic numeracy, Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills and Communication. Attributes: must be Creative. Resourceful, ability to communicate at all levels, trustworthy, hard-working Self-motivated and ability to work independently.
<u>DUTIES</u>	:	Assist in the Implementation and maintenance of policies, procedures related to labour relations. Ensure compliance of Human Resources policies and practices with labour law and collective agreements Facilitate training and awareness on employee/labour relations; promote sound labour relations, equity and diversity. Advise management and staff on issues related to labour relations Liaise and interact with related internal and external stakeholders Advise and assist management and staff on dispute resolution procedures and multi-lateral forums Act as designated officer to resolve grievances Act as departmental representative in conciliations, mediations and arbitrations Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/107</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND SERVICE DELIVERY REF NO: REFS/023214 (X2 POSTS)</u> Directorate: Strategic Planning and Service Delivery)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Public Management/ Social Sciences/ Business Administration as recognized by SAQA. A minimum of 2-3 years' of experience. A valid driver's license. Competencies: knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Understanding of expectations of customers. Management information knowledge. Knowledge of conducting research and benchmarking

		Skills: Communication, Report Writing, Analytical, Research, Communication. Attributes: Self-Driven, Innovative, Team player, Adaptable, Self-Driven.
<u>DUTIES</u>	:	Provide support on the development of the Departmental Strategy and Annual Performance Plans. Provide logistical support for the convening of Departmental Strategic Planning and Annual Performance Plan sessions. Consolidate branch inputs for the development of the Departmental Strategic Plan. Provide support in the development and consolidation of the Departmental Operational Plan. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Analyse organisational performance and provide strategic inputs. Coordinate the preparation of service standards and Service Delivery Improvement Plans. Measure customer satisfaction and report findings. Coordinate inputs into the Service Delivery Improvement Plans and Programmes. Provide support with Batho Pele Change engagement interventions as per DPSA guidelines. Coordinate and facilitate implementation of the Departmental OMF Deliverables. Provide document management services. Compile draft submissions and other correspondences for the unit. Provide logistical support services for meetings, workshops and seminars. assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 30/108</u>	:	<u>LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING REF NO: REFS/023206</u> Directorate Labour Relations
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Human Resources Management / Labour Law / Labour Relations qualification as recognised by SAQA. A minimum of 1-2 years' experience in the Labour Relations environment. A valid driver's license. Competencies: Knowledge of standards, practices, processes and procedures related to labour relations. Structure and functioning of the Department. Constitution of the RSA, Public Service Act and Regulations Employment Equity Act. Basic Conditions of Employment Act and Labour Relations Act. Skills: Basic numeracy. Interpersonal and diplomacy skills. General administration and organizational skills. Ability to undertake basic research/gather information. Computer literacy. Financial administration. Problem solving skills. Motivational skills. Presentation skills. Communication Report writing abilities. Attributes: must be Creative. Resourceful. Ability to communicate at all levels. Trustworthy Hard-working Self-motivated. and ability to work independently.
<u>DUTIES</u>	:	Labour Forum Secretariat Services and Meeting Coordination. Compile monthly expenditure & prepare cash flows. Procurement of goods and services. Securing venues for Labour Forum meetings/ trainings Coordination of training in the Directorate. Compilation of asset register. Receiving and registering cases. Preparing Acknowledgement letters Compile Labour Relations statistical information as and when required. Draft monthly, quarterly and annual LR reports.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 30/109</u>	:	<u>COMMUNICATIONS OFFICER: PUBLICATIONS REF NO: REFS/023212</u> Directorate: Internal Communications
<u>SALARY</u>	:	R325 101 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Graphic Design, Graphic arts/Communications/Journalism. A minimum of 1- 2 years relevant experience. Shortlisted candidates will undergo written graphic design test. Competencies: Graphic design concepts and layout techniques. Principles, tools, techniques and software pertaining to multi-media design and general office operation. Advanced level computer hardware operation and use. Advanced level computerized graphic programs including Adobe InDesign. Broadcast and computerized programs used to create multi-media designs. Reproduction techniques used to photograph, print, and copy displays or media. GPG and DID policies and procedures. Legislation and Public Service Regulations. Publications Management. Skills: Graphic Design, Communication, Report writing, Analytical, and Research. Analyse requests, recommend, and create work products. Maintain confidentiality of

departmental information that may be personal and sensitive in nature. Organize and prioritize a high volume of work using multi-tasking techniques. Safely use computer software programs and graphic art tools and equipment to produce work products. Apply all types of media to produce a wide variety of graphic artwork and graphics for visual communications. Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral. Exercise appropriate judgment in answering questions and releasing information; analyse and project consequences of decisions and/or recommendations. Attributes- Self-Driven, Innovative, Team player, Adaptable.

- DUTIES** :
- Formulate concepts and implement multi-media designs. Confer with project leaders regarding projects, background information, objectives, visual design approaches, styles, printers, techniques and other production factors. Brief and manage service providers. Determine size and arrangement of materials based upon available spaces, layout principles and aesthetic concepts. Research, select and secure suitable illustrative or photographic materials for developing multi-media concepts. Photography and the management of photographic library. Coordinate schedules for the implementation of multi-media designs, reports and other documents. Design and produce publications and artwork for internal and external use. Provide multi-media designs for campaigns, annual reports, covers, newsletters, magazines, books, brochures, displays, social media and the intranet. Conceptualise, design and edit motion artwork. Manage software licences, hardware and requisite procurement. Ensure that the Departmental Corporate Identity is implemented correctly on all platforms. Monthly, quarterly and annual reporting. Conduct benchmarking exercises to determine best practices on publications management procedures. Provide inputs to the development of the strategy. Update the strategy in line with changes and new developments. Provide creative conceptualisation, layout, design and production of various corporate publications, including weekly newsletters, logos and associated collateral. Produce new and unique ideas to represent specific briefs. Apply corporate identity across all branding. Design web and user interfaces, site maps and icons. Provide print ready designs. Provide photography services. Assist in the compilation of monthly, quarterly and annual reports linked to M&E frameworks.
- ENQUIRIES** : Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

OFFICE OF THE PREMIER

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

- APPLICATIONS** :
- Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, (www.gautengonline.gov.za) and on Recruitment.Premier@gauteng.gov.za
- CLOSING DATE** :
- 19 September 2025
- NOTE** :
- The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by 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 conclude an annual perform agreement within three (3) months upon commencement of duty. 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. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered 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> Prospective candidates will not be employed without this certificate.

MANAGEMENT ECHELON

<u>POST 30/110</u>	:	<u>CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/023039</u> Branch: Corporate Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF Level 7) in Public Administration Management, Strategic Management, Human Resource Management, any related fields and the Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level in a corporate services environment. Competencies: Demonstrable advanced strategic leadership, planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills. Good programme and project management; stakeholder management; communication, public speaking and presentation skills. Excellent financial, human resource management skills. Customer management, Problem solving, Analytical, Good Communication and Policy development, analysis and implementation skills. Ability to work under pressure, in a team and independently as well as cope with a high workload. S/he must be assertive, innovative and creative. Excellent co-ordination, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for the implementation of the Human Capital Management Strategy and provide corporate support services to management and staff. The role will include the following functions: Serve as Chief Negotiator for the Office of the Premier and thirteen provincial government departments. Manage corporate services such as Internal Human Resources Management, Information and Communication Technology and Security and Risk Management Services. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management to ensure sound decision making and forward planning. Implement and modernise human resource information and knowledge management systems. Manage and facilitate organisational development matters within the Department. Ensure sound systems of labour relations to ensure labour peace and social justice. Provide human resource research and product development. Coordinate organisational development interventions, job evaluation and change management. Manage employee Health and Wellness and HR special programmes. Sound stakeholder relationships between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Provide leadership on workplace transformation, OD, and reform programmes, and ensuring compliance with the regulatory framework. Management of the facilities of the Office of the Premier, development of IT infrastructure and compliance with occupational health and safety standards. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the Chief Directorate in an efficient and effective manner.

<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/111</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL FORENSIC AUDITS REF NO: REFS/023038</u> Branch: Institutional Development Support and Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in the disciplines of Law (BA Law; B juris, BCom Law; BProc LLB) or Accounting (A Bachelor's Degree in Accounting or BTech Finance & Accounting) or Forensic Auditing and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and Seven (7) or more years of experience in the Forensic investigations or law enforcement specialising in commercial crimes. Certified Fraud Examiner (CFE) qualification will be an added advantage. Good problem-solving, decision-making skills, computer literacy, communication skills, report writing skills, good inter-personal relations skills, planning, organising, analytical skills and project planning skills. Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development. Demonstrable experience in forensic investigations and reporting. 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. 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. Strategically engage with Auditors and provide appropriate and timely responses to audit queries.
<u>DUTIES</u>	:	Provide effective management and oversight into the implementation of fraud prevention in the GPG departments. Manage and oversee the implementation of all the forensic investigations and Provincial forensic investigation procurement in the GPG departments and entities. Review, manage, and provide oversight on the implementation of the Provincial Forensic Investigation Methodology and Standard Operating Procedures. Manage, review and maintain the Anti-Corruption strategy for all GPG departments. Provide leadership on the administration of NACH (National Anti-Corruption Hotlines) for all GPG departments. Develop written protocols and guidelines on forensic investigation methodology and ensure adherence of such guidelines and investigation reports reporting timelines. Review investigation reports and related documentation and provide assurance that the investigations conducted meet the required standards. Ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Manage and provide comprehensive ICT analytical abilities in GPG database. Ensure development of work plans and the establishment of priorities for the Provincial Forensic Audit function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Provide reports periodically in terms of the operational requirements in the department and including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit. Manage the human and financial resource of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280

<u>POST 30/112</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL HUMAN RESOURCE AND DEVELOPMENT REF NO: REFS/023040</u> Branch: Institutional Development Support & Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management or Social Sciences or Public Administration, Public / Business Management or Industrial Psychology and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and experience in the development and review of strategies, policies and plans in the HR environment. Advanced knowledge of strategy development, strategy management, strategy monitoring and review processes, policy analysis, policy development and policy implementation and review processes .and long hours. Competencies: Demonstrable advanced strategic capability and leadership; analytical, conceptual, and writing skills; strong leadership, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management and other management skills. Client orientation and customer focus, Problem solving, Analytical and Good Communication. Competency in policy development. Knowledge of legislative framework and government procedures on public finance, human resources management, supply chain management and latest advances in public management theory and practice. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Ensure the facilitation of the development and implementation of credible HR Plans and Talent Management Strategies that are aligned to the strategic plans and service delivery requirements of the Gauteng Provincial Government (GPG) Departments. Oversee and ensure development and implementation of GPG HRM & D policies to enable service delivery. Manage and facilitate the development of strategic plans and annual performance plans. Monitor the implementation of transversal framework, policies and plans. Manage the coordination of HR, OD, OMF, Labour Relations, EHWP reporting. Ensure improvement in the effectiveness of HRM & D practices and processes in GPG in the areas of HRD, PMDS, Talent Management, functional fora, Provincial HRM & D Forum, technical advice and targeted interventions and support. Oversee the facilitation, coordination and monitoring of public service capacity building programmes in the province through the departmental Workplace Skills Plan (WSP) and in line with the Departmental strategic plan and the Provincial Development Plan (PDP), Strategic Skills and special projects. Manage recruitment, selection and appointments, transfers and placements of HODs including all conditions of employment. Monitor the implementation of provincial human resource management, strategies and plans to ensure standardization and compliance across departments. Manage PMDS for GPG levels 13-16 and HOD PMDS. Oversee the coordination and the facilitation of Organisational Design and Job Evaluation in the GPG Departments. Coordinate consultation process with DPSA on Organisational structure and job evaluation. Oversee the coordination and the facilitation of collective bargaining in GPG Departments. Manage GPG representation and participation in collective bargaining structures nationally (PSCBC & GPSSBC). Oversee the coordination and the facilitation of Employee Health and Wellness Programmes in the GPG Departments. Manage the Coordination and the facilitation of Change Management and Diversity Management. Oversee the coordination of the implementation of transformation programmes through change interventions to improve the culture and quality of the public services. Manage the financial and human resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/113</u>	:	<u>DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT REF NO: REFS/023042</u> Component: Corporate Management
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management, Public Administration/ Management, Administration, Industrial and Organisational Psychology and Nyukela Certificate for entry into Senior Management Service

(SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level in Human Resource Management environment. Competencies: Extensive Knowledge and understanding of the Public Service Act., Public Service Regulations, relevant DPSA Prescripts and all the related legislation. Strategic leadership capability. Knowledge in Financial, project and change management. Proven track record in managing HR functions and leading teams. Ability to think strategically and implement effective HR solutions. Excellent planning, organizing, coordinating and analytical skills coupled with strong interpersonal relationship skills. Communication, networking, negotiation, presentation and multi-tasking skills are fundamental. Competency in policy development. Ability to work under pressure and willingness to work long hours.

DUTIES : The position of Director: Internal Human Resources Management's critical role involves the comprehensive oversight and management of human resources functions within the Office of the Premier, ensuring the efficient and effective delivery of Human Resources services. Key Responsibilities: Strategic Workforce Planning: Manage the development and implementation of the Human Resource Plan and ensure the attraction and retention of top talent. Recruitment and Selection: Oversee the recruitment process, aligning to the Office of the Premier's strategic objectives. Employee Training and Development: Design and implement training programs to enhance employee skills. Manage and facilitate the implementation of Human Resource Development initiatives and implement career management strategies, including succession planning, talent management, and career pathing. Performance Management: Administer performance management systems, providing guidance for employee performance improvement and ensuring alignment with the Office of the Premier's objectives. Employee Relations: Address complex employee relations issues, including conflict resolution, and facilitate the implementation of Labour Relations to promote labour peace. Policy Development and Implementation: Manage the development and implementation of HR policies, and ensure compliance with the relevant legislation, HR Delegations, processes, and procedures. Organisational Design and Development: Coordinate the development of organisational structures that are aligned to the strategic goals of the Office of the Premier, supports operational efficiency, clarify roles, reduce duplication, enhance accountability, and foster innovation and continuous improvement. HR Administration: Manage Human Resources Administration services. Employee Health and Wellness: Oversee the provision of Employee Health and Wellness. Transformation Management: Promote diversity in the Office of the Premier through transformation programs. Management: Manage the strategic and operational plans of the Directorate as well as the human and financial resources.

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

POST 30/114 : **DIRECTOR: LABOUR RELATIONS REF NO: REFS/023043**
Branch: Institutional Development Support and Integrity Management

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF Level 7, Labour Relations and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior Managerial level in Employee Relations/ Collective Bargaining and Management. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills to effectively negotiate, mediate, and resolve conflicts. In-depth understanding of labour laws, regulations, and compliance requirements. Expertise in handling disputes and grievances and fostering a positive work environment. Ability to analyse data, identify trends, and make informed decisions. Strong ability to build relationships and work collaboratively with various stakeholders. Capability to develop long-term strategies for labour relations and workforce management. High level of integrity and ethical judgment in handling sensitive issues.

DUTIES : The Director of Labour Relations plays a crucial role in managing and overseeing labour relations activities within Office of the Premier. Key Responsibilities: Develop and manage labour relations policies and strategies

		within GPG. Manage and monitor collective bargaining structures and processes. Manage and oversee discipline and dispute cases in line with the legislative framework within GPG. Represent the Employer in facilitating labour related judicial matters at labour court and other structures. Formulate and execute strategies to maintain positive labour relations. Lead and participate in negotiations with unions to establish fair and effective collective bargaining agreements. Ensure that the GPG Departments adheres to labour laws, regulations, and internal policies. Handle conflicts and grievances between management and employees, fostering a harmonious work environment. Offer support and advice to management on labour relations issues. Analyse labour trends and their potential impact in the GPG. Create and deliver training programs on labour relations. Track and improve employee satisfaction and engagement levels in the GPG. Manage the Directorate resources.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280
<u>POST 30/115</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/023062</u> Chief Directorate: Financial Management Services
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF level 7 in any of the following fields of study Accounting, CIMA, ACCA, BCom Accounting, Supply Chain Management, Economics, Financial Management, Business Administration and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at the middle / senior managerial level I relevant to the field of the post. Competencies: Ability to lead and manage a team, develop strategies, and ensure alignment with organizational goals. Strong verbal and written communication skills. Proven knowledge of PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Strong leadership, analytical, and communication skills.
<u>DUTIES</u>	:	Develop and implement the departmental Supply Chain Management strategy aligned with legislative and policy frameworks. Manage procurement and contract management processes to ensure compliance and value for money. Oversee asset and inventory management, including the maintenance of a fixed asset register. Ensure effective transport and logistics support services. Lead the development and execution of the departmental demand management strategy and plan. Oversee the demand and acquisition processes, ensuring alignment with financial planning and departmental needs. Establish and oversee the functioning of the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC), and Bid Adjudication Committee (BAC). Provide strategic advice and support to the CFO and executive leadership. Promote good governance, ethical conduct, and anti-corruption measures within Supply Chain Management operations. Support the implementation of procurement systems and controls to mitigate risks and prevent irregular expenditure. Ensure compliance with PFMA, PPPFA, BBBEE, Treasury Regulations, and other relevant legislation. Manage human and financial resources within the Directorate.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered.
<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is 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, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. It is our intention to promote representation (race, gender and

disability) in the Public Service through the filling of posts 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. In line with the Department's employment Equity Plan, Females and People with Disabilities are encouraged to apply.

OTHER POSTS

<u>POST 30/116</u>	:	<u>DRIVER / MESSANGER REF NO: REFS/023261</u> Directorate: Office of the Executive Authority Re-advert, those who applied previously are encouraged to apply.
<u>SALARY</u>	:	R193 359 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification with at least 1 year's relevant experience. A valid Driver's License is essential. Ability to handle confidential information. Good telephone etiquette. Interpersonal and communication skills (written and Verbal). PDP will be an added advantage.
<u>DUTIES</u>	:	Drive light and medium-sized vehicles to transport passengers and items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects. complete all the prescribe records and logbooks with regards to the vehicle and goods. Render clerical support/ messenger services in the office. Collect and deliver documentation and related items in the Department. Copy, package documents to be scanned, bind and fax documents. Delivery of mail daily to various regions. Keep records of delivered Ensure that there is proper tracking of documents. Perform other duties assigned by supervisors.
<u>ENQUIRIES</u>	:	Ms. Amy Mkhombo Tel No: (011) 355 7521/Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/117</u>	:	<u>CLEANER REF NO: REFS/023264</u> Branch: Corporate Services Directorate: Auxiliary Service
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. No experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Provision of cleaning services: Performing cleaning services of routine nature by utilizing a variety of aids throughout the offices, corridors, elevators and boardrooms. Keep the kitchen clean by making sure that the sink has no dishes and utensils. Emptying, washing and cleaning of waste bins. Report broken cleaning machines and equipment. Replace toilet papers, hand towels and fresheners.
<u>ENQUIRIES</u>	:	Ms. A Mkhombo Tel No: (011) 355 7521/ Petunia Mabasa Tel No: (011) 355 7175
<u>POST 30/118</u>	:	<u>FOOD SERVICE AID REF NO: REFS/023257</u> Branch: Office of the HOD
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 1 or (Abet level 4 certificate or equivalent). No working experience is required.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Serve refreshments to HOD and to HOD's visitors. Maintain the stock register. Ensure prior knowledge of the HOD's meetings so that proper preparations are made. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee,

ENQUIRIES

milk, sugar and cold drinks). Set up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

: Ms. Amy Mkhombo Tel No: (011) 355 7521 or Ms. Kgomotso Letsholo Tel No: (011) 355 7367