

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

It is the Department's intention to promote equity (race, gender and disability) through the filling of the positions with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.

<u>APPLICATIONS</u>	:	Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	28 November 2025
<u>NOTE</u>	:	Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents). Only an updated comprehensive CV (with detailed personal information, duties, experience and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirements. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at 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/trainingcourse/smspre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za . Following the interview process, recommended candidate (s) will be required to attend to generic SMS competency assessment as mandated by DPSA. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

OTHER POSTS

<u>POST 42/200</u>	:	<u>DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: REFS/023181</u> Chief Directorate: Human Resources Services – Debt Management
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification in Financial Accounting/Financial Management at NQF level 7 as recognized by the SAQA. 3 years of experience at supervisory (Assistant Director) level within debt management environment. Training required: Debt

administration and collection process. Management and leadership training. Knowledge required: Understanding e-GOV and GPG business. Public Service Act and regulations. National Credit Act. Knowledge/data management. Debt Management knowledge of IFRS, IAS and GAAP. Debt collections processes and legal. Legal prescripts. Sound Microsoft office computer skills. Treasury Regulations. PFMA. Understanding of Public Sector revenue collection processes. Fully conversant with the acceptable accounting standards. Understanding, interpretation, and application of the of legislative framework. Skills required: Competency in financial information systems. Ability to apply debt management policies and procedures. Leadership and interpersonal skills. SAP system or ERP system. BAS, PERSAL and SAP. Bad debt management & collection. Financial compliance and reporting. Conflict management. Research analysis and methodology. Budgeting and Financial management. Strong analytical skills. Impartiality and ability to implement. Decision making. Attributes required: Planning and organising. Client orientation and customer focus. Knowledge management. Team leadership. Interpersonal Sensitivity. Good communicator (verbal and written) report writing. Tact and Confidentiality. Consistently follow departments values and goals. Communication and Customer relations.

DUTIES

: Reduction of new and legacy debts as per the targets: Ensure timeous allocation of newly taken on debts to be collected. Tracing of uncontactable debtors escalated to the DD's office. Calling debtors disputing their debts and resolving them. Approve communication to be posted to debtors to ensure correctness of the information. Verify debt statements, reminder letters and letters of demand if no payments received. Monitor the sending out of AOD for in-service employees and instating of instalments on PERSAL. Referral of cases to the state attorney; Perform due diligence on memos before sent out to client departments for legal costs approval and to the State attorney for issuing summons. Continuous monitoring and control of progress through consistent reports. Attend to inquiries received from the State attorney's office concerning the referred cases. Ensure compliance to quality assurance with ISO 9001 standards. Ensure proper records keeping of all communication and annexures received. Have regular meetings to discuss targets and devise means to augment targets not met. Management of doubtful debts: Verify prescribed cases, under R500, deceased and interest rates to approve for write process initiation. Perform due diligence on memos and recommend write-off to be send to the client departments for approval. Upon approval of memos by the department, ensure accurate processing of status from doubtful to bad. Monitor BAS exception of case status changed from active to doubtful. Ensure record keeping i.e. approved memos, status reports. Ensure compliance to quality assurance with ISO 9001 standards. Ensure BAS reconciled to the Debt Collection system vis. versa. Administration of new debt, credit balances and maintenance of Ledger accounts within the SLA: Quality assurance (Perform due diligence on): Proper verification and confirmation of the processing of new debt notification of mandates, received via ECM within the 3 days SLA (BAS, PERSAL & SAP). Furthermore, it entails inspecting debts mandates, compilation of checklist and verification forms. Validation of credits balances on an aging analysis and reconciled with balances on debt suspense account. Monitoring and confirmation of clearing and maintenance of Ledger accounts (debt suspense) within the 2 days SLA timelines and that balances are zero by the end of the month. Review monthly report for credit balances and suspense accounts. Monitor processing of journals to off-set debts using leave gratuity for ex-employees and use of credit note for Suppliers. Verify, correct, and sign-off the following memos and ISO form related to: Credit refund to suppliers. Credit funds to debtors. Credit refund to beneficiaries of the deceased. Credit transfer from one debt to another and revenue. Ensure that internal controls are adhered to in line with policies and procedures. Ensure management and proper record keeping. Ensure timeous account's reconciliation, maintenance as well as making follow-ups with clients to ensure smooth book closure. Management of staff: Review quarterly and yearly performance evaluation of all subordinates. Assist with the educational or skills development of all subordinates. Develop in-house training programs for indirect reports based on training needs analysis. Assist in identifying any training requirements for all staff and ensure continuous improvement and opportunities. Manage continued staff development in line with the latest development in systems and processes, reporting on tight timelines. Monitor leave monthly as per Leave Policy. Monitor attendance of 8 ASDs, 44 Practitioners and 2 filing clerks.

Individual mentoring and coaching of staff. On-boarding and induction of new staff members. Provide counselling on staff with performance challenges. Management of Stakeholder relationship: Measure customer feedback by means of customer feedback survey. Initiate and attend customer meeting/visits quarterly Conduct trainings sessions. Ensure audit queries are attended within agreed SLA timelines (AG, GAS, ISO). Prepare and supply monthly management figures for reporting [management reports - OPSCOM, STRAT REPORTS and BMT reports on request. Prepare and supply data to the departments for inclusion in the Annual Financial Statements in accordance with IFRSs (International Financial Reporting Standards), IAS (International Accounting Standards) and GAAP (Generally Accepted Accounting Practice). Providing support to all external offices where revenue management operations take place. Build and maintain sound relationships between internal and external stakeholders (e-GOV directorates and GPT Fiscal policy, State attorneys etc). Attend and participate in BMT on invitation. Initiate and attend BEC meetings on invitation.

ENQUIRIES

: Ms. Nonhlanhla Mabuza, Contact no: 0715490292

POST 42/201

: **SENIOR ADMIN OFFICER: ERP BASIS REF NO: REFS/ 023531**

Branch: Information Communication Technology Shared Services (ICTSS) - Applications Competency (ERP BASIS)

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum, (plus benefits)

: Johannesburg

: Qualification in Information Technology at NQF level 6 (National Diploma). 2-3 years' experience in BASIS administration and Linux Server Operating system. Training required: SAP BASIS academy Certified with SAP Database administration in MSSQL or HANA. Knowledge of: General GPG business. Government regulations, policies and procedures. General government sector and organizational structure. Technical competencies: Adherence to ERP standards and protocols. Expert ERP Basis knowledge and skills levels. Delivery of an ERP project management service as per agreed Service Level Agreements. SAP BASIS ACADEMY. MS Operating Systems experience. Project Management. Change Management. Skills required: Communications skill. Computer literacy. Interpersonal skills. Analytical. Report writing. Planning. Organization. Attributes required: Be able to work under pressure. Enable Diversity awareness. Inspire innovation within the organization. Encourage teamwork. Should be cost conscious. Inspire to be quality oriented.

DUTIES

: Conduct ERP Basis System monitoring and reporting: Check critical transactions and report on issues found as per SAP best practice. Report on backups and system uptime. Participate in the creation of required documentation. Perform performance testing and validating of results through reporting. Interpret of system performance statistics and adjustments to maximize performance. Provide Administrative functions on the SAP and Database system: Conduct upgrading, patching and administration of SAP and DB systems. Running periodic functions, cleanups, and tasks. Participate in the design and development of system changes. Assist in testing, modifying and documenting system design. Provide a supportive role in all projects: Facilitate in the determining and development of functional system specifications, hardware and software specifications. Assist in setup, configuration and administrating the software to enable functional teams to replicate the necessary business processes for projects. Assist the project team to develop migration programs for from old to new system platforms and upgrades. Participate in ERP configuration expert consultations: Provide user training as required after implementation of the system solution. Take part in the project team in business process definition and modelling. Join the project team in designing system solutions and strategies to satisfy the requirements of the relevant customer departments. Contribute to the process of ERP configuration, testing and development. Provide systems support: Support the DB and Operating system of the SAP server. Patching and administration of DB. Handling Calls and incidents logged for first level technical support on the SAP applications systems. Supporting the multiple products from SAP we currently have, and future new products installed.

ENQUIRIES

: Ms. Sithembile Buthelezi at 071 548 8903

<u>POST 42/202</u>	:	<u>REGISTRY CLERK REF NO: REFS/022742</u> Branch: Corporate Management – Human Resource Administration & Payroll Services
<u>SALARY</u>	:	R228 321 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Computer (MS package). Planning and Organizing. Good verbal and written communication skills. Interpersonal Skills. Attributes: Decisive. Quality oriented. Innovative. Team Worker. Diversity awareness. Customer focused. Flexible/change orient. Action Oriented.
<u>DUTIES</u>	:	Provide registry counter services: Receive, register, sort and file documents systematically for easy retrieval. Responding to inquiries from external or internal clients. Submitting WP1002 forms to GEFP satellite office. Retrieve files requested by auditors within the specified SLA. Handle incoming and outgoing correspondence: Tracking and tracing files. Transfer and collect files of officials to and from other government departments. Render an effective filing and record management service: Storing files numerically to facilitate easy access. Opening and closing of files according to the records classification system. Process documents for archiving and/ disposal: Retrieve and prepare files that are due for archiving and disposal as per the National Archives Act. Maintain records for all archived and transferred files. Use of printers, computer, and MS Word software to compile reports: Provide monthly reports to the supervisor. Make copies, scanning and digitizing paper documents. Maintain records for all archived and transferred files.
<u>ENQUIRIES</u>	:	Mr. Themba Psungu at 060 543 9098
<u>POST 42/203</u>	:	<u>SECURITY OFFICER REF NO: REFS/ 022744 (X2 POSTS)</u> Branch: Corporate Management – Security Management
<u>SALARY</u>	:	R163 680 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10. Grade C – Security (grades) training at PSIRA registered / recognized training centre. Valid PSIRA – Grade C. No experience required. Knowledge of general government sector, organizational structure. government regulations, policies and procedures. Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedure. Customer Management. Problem Solving. Skills: Communications skills. Computer literacy. Interpersonal skills. Analytical. Report writing. Leadership, Strategic, Planning. Organization. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organization. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.
<u>DUTIES</u>	:	Perform access control: Determine whether visitors have appointments/or the service that the visitors require. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is controlled. Issue control documents/ cards as required. Escort visitors to the relevant employee/venues where required. Operate X-Ray machine in the performance of access control to detect unauthorized and dangerous equipment (e.g. firearms and knives) where required. Utilize walk-through metal detector for the effectiveness of access control. Ensure safety in the building and the premises: Undertake building/premises patrol to identify and check: that doors are locked and unlocked as required; that water leaks and taps are closed; fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals; lights, switch on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency and services department management. Monitor and respond to alarm system. Ensure that equipment, documents, and stores do not leave or enter the building or premises unauthorized: Complete or ensure that registers to control the movement of equipment, stores and documents are

completed. Ensure that no equipment, stores and assets of the department leave the building/ premises unauthorized. Inspect vehicles entering and leaving the premises gather information and report on missing or stolen equipment and stores. Handle documents at point of entry according to classification and the prescripts. Operate control room security equipment's: Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure that security system is in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-com. Ensure that all incidents are recorded in the occurrence book/registers: Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the Supervisor.

ENQUIRIES

: Mr. Leon Steyn at 083 234 4399

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS

: applications must be emailed to: SACR.RecSMS@gauteng.gov.za

CLOSING DATE

: 28 November 2025 @ 16:00

NOTE

: All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot/Screenshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action

employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position

MANAGEMENT ECHELON

<u>POST 42/204</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS: SACR/02/2025/06</u> Directorate: Financial Accounting (05 years contract) Re-advertisement
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus an undergraduate qualification (NQF level 7) in B. Com Accounting, Auditing / Financial Management / Supply Chain Management / Management Accounting as recognized by SAQA. 5 years' experience in middle management/ senior managerial level and relevant experience in financial environment. SMS Pre-entry Certificate (Nyukela) submitted prior to appointment. A valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organization. Presentation and training. Problem Solving. Negotiation. Decision making. Resilience. Self-motivation. Interpersonal skills. Customer service. Knowledge: Government Financial Management Systems and PERSAL. Cash Basis of Accounting (MCBA). Public Finance Management Act (PFMA). Treasury Regulations and related Treasury Instruction notes and guidelines. Government Supply Chain Management procedures and the Division of Revenue Act.
<u>DUTIES</u>	:	Manage the development, review, and implementation of financial accounting systems, policies, and procedures in line with the relevant legislation and regulations. Manage the planning and preparation of financial statements, ensure accurate financial statement disclosure. Perform strategic and operational planning. Monitor compliance with financial prescripts and ensure that invoice payments are processed within 15 and 30 days in line with GDSARC Annual Performance Plan (APP) and Treasury regulations. Monthly and quarterly reporting on unauthorized, irregular, and fruitless expenditure. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934 or Ms. Itumeleng Maisane Tel No: (011) 355 2697