

**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>	:	16 February 2026
<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).

MANAGEMENT ECHELON

<u>POST 03/78</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION (TRANSVERSAL)</u> <u>REF NO: REFS/035066</u> Chief Directorate: Human Resource Services
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Qualification in Human Resource Management / Industrial Psychology/ Public Management at NQF level 7 as recognised by the SAQA. Relevant 5 years of

DUTIES

experience at a middle/senior managerial level. Nyukela Certificate must be submitted prior to appointment.

- : Manage the development of (Human Resource Administration) HRA Strategic and Operational Plan. Manage the alignment of the Human Resource Administration plan with the departmental strategic goals. Administer HRA programs that directly support the departmental strategic goals and are cost effective and comply with all applicable laws and regulations. Communicate the HRA Operational Strategy and Plans to GPG departments and implementation thereof. Manage and enforce Operational and Strategy Plans are maintained. Manage the Enterprise Content Management System (ECM) workflow of the system is operating optimally. Manage the implementation of the appointments, promotions, transfers, and conditions of service benefits as per policy and guideline interpretation. Manage the preparation of Middle Management Service (MMS) and Senior Management Service (SMS) compensation packages restructure for new employees and/or promotions. Manage the roll-out of SAP ESS system to GPG departments and support after go-live including utilisation of the system. Develop Human Resources customer service delivery standards. Manage efficiency in driving customer centric emphasis by implementation of appointments and service benefits for executive and non-executive officials. Manage the customer service delivery standards are agreed upon with the GPG Departments. Manage the implementation of the operational service level agreements. Monitor and confirm the HRA Service Level Agreements are maintained. Communication of operational customer service delivery standards. Manage escalated customers enquiries, and queries. Manage audit matters and implement the audit action plan. Manages the Risk register and implement action plan. Consult with Managers on implementation of HRA projects i.e SAP ESS. Manage the provision of on-the-job training on HRA processes for GPG entities as requested. Manage and organise awareness session on HRA programs for GPG clients as needed. Collaborate in the design and development of a new integrated organization wide HRA system. Utilize internal Human Resource Information System (HRIS) data, ECM, ESS to provide reports in analysis on HRA topics. Verify the accuracy of data provided for reporting. Present information to senior management and stakeholders. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilization of physical resources. Review and signed off job profiles.

ENQUIRIES

- : Oscar Baloyi at (066) 486 5508 or Oscar.Baloyi@gauteng.gov.za

POST 03/79

- : **DIRECTOR: IT OPERATIONS SUPPORT REF NO: REFS/035067**
Chief Directorate: ICT Infrastructure

SALARY CENTRE

REQUIREMENTS

- : R1 266 714 per annum, (all-inclusive remuneration package)
- : Johannesburg
- : Qualification in Information Technology/ Business Administration/ Business Management/Business Operations management/ Computer Science at NQF level 7(Advanced Diploma/ Degree) as recognized by the SAQA. 5 years of experience at middle or senior managerial level in IT Service Management. Nyukela Certificate must be submitted prior to appointment, ITIL Certificate (compulsory) and COBIT.

DUTIES

- : Direct the alignment of Information Technology (IT) services to business needs. Manage IT-Business Strategy Alignment. Participate in strategic planning sessions to understand business objectives. Manage IT policies support business compliance, risk management, and growth initiatives. Identify business processes and business requirements for a service. Manage business strategy for services and the business processes it supports. Administer the implementation of resource requirements. Manage communication of standards and methods across the IT Services. Manage IT components to ensure consistency and cost-efficiency on service level availability required by customers. Manage the development and maintenance of catalogue of existing services offering. Manage the maintenance and optimization of IT infrastructure, including networks, servers, and storage systems. Manage high availability and reliability of all IT systems. Manage contract management for IT services and infrastructure. Ensure that vendors

comply with service level agreements (SLAs) and consistently meet performance standards. Oversee the efficient progression of problem tickets through the established Problem Management process. Manage coordination for incidents to minimise service outages. Ensure that Performance by all E-GOV IT technical staff and service providers is in accordance with agreed SLAs. Manage the performance of the relevant service providers. Manage and minimise the adverse impact of the incidents and prevent the re-occurrence of errors (Service Delivery and Support) Manage IT service delivery to ensure efficient and timely resolution of technical issues. Administer the implementation of IT service management (ITSM) practices to enhance service quality and user satisfaction. Manage the Diagnostic process of root causes of incidents and eliminate. Manage that data handled, transferred, or processed is according to legal guidelines. Manage Security and Compliance: IT operations adhere to company policies, industry standards, and regulatory requirements. Manage the client interaction in line with service levels. Coordinate stakeholder engagement with key stakeholders to ensure ease of doing business and access to areas within stakeholders. Coordinate and facilitate communication channels with internal and external key stakeholders to ensure proper messaging of ICT standards. Implement and monitor Service Level Agreements with the relevant stakeholders. Manage that agreed service levels are consistently met monthly. Manage and improve the level of service to the Customer base. Gather and disseminate accurate and timely information to all relevant stakeholders. Ensure optimal service quality and availability. Manage resources. Manage ongoing strategic partners and vendors to ensure that they perform according to the SLAs. Manage that organisation's SLAs are measurable and aligned with strategic partners and vendor service agreements. Manage bi-annual reviews of strategic partners and vendor contracts to ensure SLAs are measurable and enable consistent delivery. Manage monthly reports detailing accomplishments and problems detailing SLA performances to fourteen (14) Gauteng Provincial Departments and its agencies. Suggest solutions to improve customer satisfaction and service delivery. Manage resources. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilisation of physical resources. Review and sign off job profiles.

ENQUIRIES : Oscar Baloyi at (066) 486 5508 or Oscar.Baloyi@gauteng.gov.za

PROVINCIAL TREASURY

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.



APPLICATIONS : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted strictly online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/Z83> and updated CV must be attached

CLOSING DATE : 16 February 2026 @00:00 midnight
NOTE : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority

(SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

OTHER POST

<u>POST 03/80</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND CONTRACT MANAGEMENT (SCM)</u> <u>REF NO: REFS/023415</u> Directorate: Office of the CFO Re-advertisement, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF level 7 (3 year Degree) in Supply Chain/ Procurement/ Finance/ Law/ Logistics. 3 – 5 years' experience in Demand and Contract Management environment (ASD) level. Driver's License.
<u>DUTIES</u>	:	To manage, develop, review and implement the supply chain demand and contract administration management in line with the relevant framework, policies and procedures. Manage the functional Operations Demand Management. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals (invitation to bid) where required. Manage the functional operations of Contract Management in the department. Manage the coordination, review and monitoring of contract compliance. Manage the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za /060 387 4862

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	13 February 2026
<u>NOTE</u>	:	Only online applications will be considered. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 employments Equity Plan, Females and People with Disabilities are encouraged to apply.

OTHER POST

<u>POST 03/81</u>	:	<u>ARTISAN PRODUCTION GRADE A – C REF NO: REFS/035213 (X4 POSTS)</u> Branch: Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R243 597 – R408 048 per annum, (plus benefits). Awarding of salary notch will be based on recognition of relevant experience after obtaining trade test certificate.
<u>CENTRE</u>	:	Tshwane (X2 Posts) Sedibeng (X1 Post) Westrand (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Trade test certificate in Diesel Mech and a valid driver's license (C1) Knowledge and Skills: Knowledge of Health and Safety Regulations. Computer literacy. Communications skills (Verbal and Written) Knowledge of Earthmoving /Construction equipment and Plant, Graders, TLB's and Trucks.
<u>DUTIES</u>	:	Repair and service of Fleet, Graders, TLB's and Trucks in the workshop and on-site. Perform overall inspection on fleet and report or repair any defects. Provide advice to Operators on lubrication of machines. Render group operations services. Confirm the road worthiness of fleet. Ensure that all relevant Safety regulations are adhere too when performing daily repairs. Perform administrative and related functions as required by the superiors. Mentoring of Tradesman Aid.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043/ Ms. Valentine Majoko Tel No: (012) 310 2367 /2343 For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

<u>APPLICATIONS</u>	:	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 Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
<u>CLOSING DATE</u>	:	13 February 2026 at 23:59 pm
<u>NOTE</u>	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

OTHER POSTS

<u>POST 03/82</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CONTRACT MANAGEMENT) REF NO: REFS/035148</u> Directorate: Supply Chain Management (12 Months Contract)
<u>SALARY</u>	:	R896 436 per annum (Level 11), plus 37%
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in Supply Chain Management. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing. In-depth knowledge of PFMA, Treasury Regulations, PPPFA, SCM Framework, Preferential Procurement Regulations, and National Treasury Instructions. Proven experience in Bid Committee processes (BSC, BEC, BAC). Sound understanding of SMME, Cooperatives, and targeted procurement frameworks. Experience in contract management, compliance monitoring, and audit processes. Computer literacy, including SAP or equivalent financial

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management systems. Strong leadership, coordination, and report-writing skills.

: Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and oversee short-term contracts and tenders below and above the threshold of R1 000 000.00. Provide strategic oversight and coordination of Bid Committees, ensuring compliance with SCM legislation and departmental policies. Ensure that bid committee registers are signed, proceedings properly recorded, and minutes compiled and safeguarded. Oversee and participate in the evaluation of tenders and short-term contracts. Review and approve recommendations for award prior to submission to the Accounting Officer / HOD. Oversee the maintenance of registers for short-term contracts and awarded cooperatives. Ensure submission of monthly and quarterly reports, including reports on jobs created through short-term contracts. Oversee the preparation of appointments, variation, extension, and termination letters. Ensure proper contract administration, monitoring, and compliance throughout the contract lifecycle. Ensure SCM process files are properly maintained, safeguarded, and readily available for audit, risk, and management review.

ENQUIRIES APPLICATIONS

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
: To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

POST 03/83

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CONTRACT MANAGEMENT) REF NO: REFS/035152**
Supply Chain Management
(12 Months Contract)

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09), plus 37%
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 certificate 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3 years related contract management experience at supervisory level position in Supply Chain Management. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and

DUTIES

decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing.

- : Supervise monitor, analyses and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Coordinate and manage short-term contracts and tenders below and above the threshold of R1 000 000.00. Facilitate and coordinate Bid Committees, ensuring compliance with SCM prescripts. Ensure that bid committee registers are signed, proceedings recorded, and minutes compiled and safeguarded. Participate in the evaluation of tenders and short-term contracts. Prepare recommendations for award and submit them for approval by the Accounting Officer. Maintain registers for short-term contracts and cooperatives awarded. Compile and submit monthly reports on contracts awarded and jobs created through short-term contracts. Prepare appointment and termination letters for short-term contracts and projects awarded. Ensure proper safekeeping of SCM process files and availability for audit and compliance purposes.

**ENQUIRIES
APPLICATIONS**

- : Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
- : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

POST 03/84

- : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: REFS/035153**

Directorate: Internal Control
(12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

- : R468 459 per annum (Level 09), plus 37%
- : Johannesburg (Head Office)
- : The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Accounting, Risk Management/Compliance Management /Internal Audit or relevant as recognized by SAQA. A minimum of 3-5 years' experience at supervisory level in the relevant field in Supply Chain Management. A valid driver's license. Skills: Communication Skills (Verbal& written). Investigation skills, planning and organizing skills, financial management skills, Leadership skills, Project Management skills, Problem solving and client orientation skills, Interpersonal skills and Computer literacy skills. Ability to work under pressure and adapt to change demands. Knowledge: Knowledge of PFMA, Treasury regulations, PSR, and other relevant prescripts.

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- : Conduct and oversee internal control inspections and investigations to identify lack/ineffective internal control systems within department; Conduct internal control assessments to identify potential risks within the department. Analyse and documents areas of potential risks and mitigations factors within the department. Conduct statistical analysis to quantify internal control deficiencies for each business unit within the department. Develop, implement and maintenance plan internal control strategies and procedures. Develop internal control profile on the significant risk exposures for the department. Compile findings report on the identified internal control deficiencies and make recommendations. Develop, implement and maintain internal control Policies, Frameworks and Procedure Manuals; Analyse the existing department policies, frameworks and procedure manuals. Conduct research and develop draft internal control policies, frameworks and procedure manuals. Facilitate drafts approval at different consultative processes. Develop final internal control policies, frameworks and procedure manuals. Implement and maintain internal control policies, frameworks and procedure manuals. Provide transversal support, advice and guidance in terms of internal control prescripts; Provide advice and guidance regarding the implementation and maintenance of internal control in terms of prescripts. Facilitate information sharing sessions. Identify training gaps within the department. Attend and ensure that all queries

are dealt with satisfactory. Assist to co-ordinate training on internal control systems. Participate in the compilation of reports to the Executing Authority on internal control compliance programmes; Assess compliance with investigation procedures. Monitor audits of policy and compliance with standards within the department. Participate in the review of investigation reports. Participate in the co-ordination of progress reports and feedback on Audit queries and responses from SCOPA, Cabinet and Portfolio Committee. Participate in the compilation of monthly/ quarterly/ annual reports on internal control compliance programmes. Manage resources (Human, Financial, Equipment/Assets); Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage the budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the sub – directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
: To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

POST 03/85

: **SUPPLY CHAIN OFFICER: TENDER AND CONTRACT MANAGEMENT REF NO: REFS/035155**
Directorate: Supply Chain Management
(12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus 37%
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification in Supply Chain Management/ Logistics/ Financial Management or Public Management or relevant as recognized by SAQA, with 2-3 years' relevant experience in Supply Chain Management and a valid Driver's License. Skills: Analytical Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Contract administration skills, Tender administration skills and Recording keeping skills. Knowledge: Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA, PPFA and SCM related legislation. Basic Knowledge of Department's procedures on RFQ for short term projects.

DUTIES

: Coordination of short-term contracts and projects below and above the threshold of R1 000 000.00: Notify end-users about submission of specifications. Coordinate the committee for short- term contracts ensuring that registers are signed, minutes and the proceeding are recorded and minutes kept. Participate in the evaluation process of projects above the threshold of R1 000 000.00, as well as short-term contracts. Prepare a recommendation for awarding to be signed off by the Accounting Officer. Maintain the register for cooperatives awarded. Report on the job created by short term contracts on monthly basis. Execution of outsourced services below and above R1 000 000.00 for the following sites: Ensure that approved specifications are submitted by end users for the commencement of RFQ on Cooperatives and SMME's for short term contracts below R1 000 000.00. Ensure that RFQ packs issued on time. Close RFP, prepare submissions and approval and ensure that the submissions are approved by the HOD. Prepare appointment letters for approval. Issue appointment letters to service provider and end users. Ensure that end users submit requisitions for creation of purchase orders. Update monthly register for short term contracts for allocated sites. Safekeeping of process files for allocated sites. Ensure that the process files are readily available as and when required. Management of contracts: Prepare appointment and termination letters on short-term contracts and projects awarded. Submit documentation with valid purchase orders. Load all awarded contracts and price adjustments on the SAP CRM System. Monitor expenditures and input new information in the SAP CRA System where contracts need have been adjusted. Ensure that monthly meetings are held with service providers for outsourced services for allocated sites. Conduct spot checks on allocated sites. Ensure that contract performance reports and minutes are submitted by end users on monthly. Development of Cooperatives: Introduction of new cooperatives on quarterly basis. Ensure registration on central database. Ensure rotation for those on the database. Reporting and

document management: Prepare job creation reports. Prepare reports on empowerment of cooperatives. Prepare reports on awarded contracts. Prepare reports for responding to queries on allocated sites. Maintain process files. Ensure the safe keeping of process files. Administer and coordinate tender processes below and above R1 000 000.00 in line with SCM prescripts. Coordinate Bid Committees, ensuring compliance with SCM policies and procedures. Ensure that bid committee registers are signed, proceedings recorded, and minutes compiled and filed. Assist in the evaluation of tenders and short-term contracts. Prepare bid submissions and recommendations for award for approval by delegated authorities. Contract Management: Administer short-term contracts and RFQ processes below R1 000 000.00, including outsourced services. Maintain contract and tender registers, including registers for cooperatives and SMMEs awarded. Compile and submit monthly and quarterly reports on tenders, contracts awarded, and jobs created through short-term contracts. Ensure proper safekeeping of SCM process files and availability for audit and compliance purposes. Assist with contract variations, extensions, and termination processes in line with SCM policies.

ENQUIRIES
APPLICATIONS

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
: To apply for the below position, please apply online at
<https://jobs.gauteng.gov.za>