

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Applications should be e-mailed to GDARDInternship@gauteng.gov.za quoting the relevant reference number on the e-mail subject line.
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only, in PDF and as one (1) document or attachment. JPEG (picture/snapshot) application will not be accepted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews and must be available for interviews, at a date and time determined by the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Personnel suitability checks will also be administered as a part of the selection process. 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 a three month after the closing date of the advertisement, please accept that your application was unsuccessful. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institutions of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

**INTERNSHIP PROGRAMME 2026 – 2028**

*The Gauteng Department of Agriculture and Rural Development invites unemployed South African graduates to apply for the 2026 to 2028 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.*

**OTHER POSTS**

- POST 16/156** : **FINANCIAL MANAGEMENT REF NO: FM2026 (X2 POSTS)**
- STIPEND** : R8 174.75 per month
- CENTRE** : Head Office: Johannesburg
- REQUIREMENTS** : Diploma/Degree in Financial Management/ Accounting Science.
- DUTIES** : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
- ENQUIRIES** : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
- POST 16/157** : **RURAL DEVELOPMENT REF NO: RD2026 (X1 POST)**
- STIPEND** : R8 174.75 per month
- CENTRE** : Head Office: Johannesburg
- REQUIREMENTS** : Diploma/Degree in Developmental Studies or related qualification
- DUTIES** : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
- ENQUIRIES** : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
- POST 16/158** : **RECORD MANAGEMENT REF NO: RM2026 (X1 POST)**
- STIPEND** : R8 174.75 per month
- CENTRE** : Head Office: Johannesburg

<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Archives and Records Management/ Library and Information Science or related qualification
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<b><u>POST 16/159</u></b>	:	<b><u>AGRO-PROCESSING REF NO: AP2026 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R8 174.75 per month
<b><u>CENTRE</u></b>	:	Head Office: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Food Technology/ Food Science or related qualification
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<b><u>POST 16/160</u></b>	:	<b><u>AGRICULTURAL ENGINEERING REF NO: RTDS 2026 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R8 174.75 per month
<b><u>CENTRE</u></b>	:	Head Office: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Degree in Agricultural Engineering or related qualification
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<b><u>POST 16/161</u></b>	:	<b><u>ANIMAL HEALTH REF NO: AH2026/01 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R8 174.75 per month
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Diploma/ Degree in in Animal Health or related qualification
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<b><u>POST 16/162</u></b>	:	<b><u>ANIMAL HEALTH REF NO: AH2026/02 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R8 174.75 per month
<b><u>CENTRE</u></b>	:	Germiston
<b><u>REQUIREMENTS</u></b>	:	Diploma/ Degree in in Animal Health or related qualification
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
<b><u>POST 16/163</u></b>	:	<b><u>LAND CARE REF NO: EES2026 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R8 174.75 per month
<b><u>CENTRE</u></b>	:	Head Office: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Project Management/Public Management
<b><u>DUTIES</u></b>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<b><u>ENQUIRIES</u></b>	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

## DEPARTMENT OF HEALTH

- APPLICATIONS** : applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to [healthjobqueries@gauteng.gov.za](mailto:healthjobqueries@gauteng.gov.za).
- CLOSING DATE** : 29 May 2026
- NOTE** : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 (81/971431) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) plus a recently updated comprehensive Curriculum Vitae (CV), Registration Certificate with relevant professional body (HPCSA) and proof of current registration (Annual Practising Certificate/Card). Applications without proof of a new Z83 application form, a detailed CV, registration certificate and proof of current registration certificate/card with a professional body will be disqualified. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applicants must indicate the post reference number on their applications. NB: Where Driver's licence is mandatory, exception will be granted for people with disabilities. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) will be conducted as part of the Recruitment process. Candidates will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). It is the Department's intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Preference will be given to South African citizens.

## OTHER POSTS

- POST 16/164** : **SENIOR REGISTRAR (CHILD AND ADOLESCENT PSYCHIATRY) REF NO: REFS/048559**  
Directorate: Clinical  
This post is a joint appointment with the Department of Psychiatry, University of Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers. The incumbent must also be willing and able to provide clinical services at other Child and Adolescent Units on the University of Witwatersrand academic platform.
- SALARY** : R1 395 528 – R1 459 275 per annum, (all-inclusive package)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : A medical MBChB or equivalent degree with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the Health Professions Council of South Africa (HPCSA), which allows registration as a specialist psychiatrist with the HPCSA. Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Sound clinical knowledge and skills in child psychiatry will be an added advantage. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to

**DUTIES**

mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always.

- : Provide a direct clinical service and manage a child and/or adolescent psychiatric inpatient or outpatient unit. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/Regional hospitals. Academically, to attend the Child and Adolescent psychiatry teaching programme as per the department of Psychiatry at University of the Witwatersrand (Wits) University, to achieve the logbook requirements as determined by the Colleges of Medicine South Africa (CMSA) to allow acceptance to the Certificate in Child and Adolescent Psychiatry examination. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and WITS Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate and necessary. To always maintain professional and ethical conduct. To perform overtime duties at Tara Hospital as per the call roster.

**ENQUIRIES**

- : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
- Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

**POST 16/165**

- : **MANAGER NURSING (PN-A9) REF NO: REFS/048561**  
Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

- : R1 201 302 – R1 373 562 per annum, (all-inclusive salary)
- : Tara the H. Moross Centre, Sandton
- : Basic R.425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma/ Degree in Nursing Administration or Health Services Management of at least one-year duration and is registered as such by the South African Nursing Council. Post basic qualification in Advanced Psychiatry. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, of which 6 years must be in a Psychiatric hospital. At least 5 years of the period referred to above must be appropriate/ recognizable management experience at Assistant Manager Nursing level. Must be computer literate and have a valid driver's license. Possess strong leadership, effective communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and critical thinking skills.

**DUTIES**

- : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Implement and control operational management of clinical and support services in patient care areas. Oversee nursing workforce planning, staffing levels and skills for optimal care. Ensure compliance with the relevant legislation and implementation of Batho Pele Principles and Patients' Rights Charter. Coordinate nursing related research and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Implementation of the National Strategic Direction for Nursing and Midwifery Education and Practice 2020/21 – 2025/26. Lead and implement the Guidelines for Clinical Nursing Education and Training Units in South Africa.

Implementation of the South African Nursing Council Nursing Practice Standards for Use in all Health Establishments in South Africa. Provide leadership in implementing the South African Nursing Council Continuing Professional Development Framework for Nurses and Midwives.

**ENQUIRIES** : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za  
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

**POST 16/166** : **MEDICAL OFFICER REF NO: REFS/048558 (X3 POSTS)**  
Directorate: Clinical

**SALARY** : Grade 1: R1 041 402 – R1 121 241 per annum, (all-inclusive salary package)  
Grade 2: R1 188 255 – R1 297 089 per annum, (all-inclusive salary package)  
Grade 3: R1 375 245 – R1 713 534 per annum, (all-inclusive salary package)

**CENTRE** : Tara Hospital  
**REQUIREMENTS** : Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in psychiatry and experience in psychiatry, as well as a Diploma in Mental Health and/or an FC Psych (SA) Part I, will be an added advantage.

**DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development, and execution of evidence-based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to the highest level of care, ethics, professionalism, and punctuality. Work within a multi-disciplinary team and report all conflicts of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties are performed at any of the Gauteng Health facilities affiliated with the Department of Psychiatry at the University of Witwatersrand.

**ENQUIRIES** : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za  
Ms. S. Naidoo [Sheryl.naidoo@gauteng.gov.za](mailto:Sheryl.naidoo@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 should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached.

**CLOSING DATE** : 01 June 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](http://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. Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Pre-entry SMS certificate is compulsory for appointment. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za)

#### **MANAGEMENT ECHELON**

**POST 16/167** : **DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCE MANAGEMENT**  
**REF NO: REFS/048597**  
 Directorate: Municipal Finance Management

**SALARY** : R1 813 182 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 8 as recognised by SAQA in Public Administration/ Accounting/ Economics. A master's degree will be an added advantage. 8 years of experience at a Senior Managerial level in Local Government Management. SMS pre- entry certificate must be submitted prior to appointment. Drivers' license.

**DUTIES** : To oversee effective and efficient management in Municipalities and Municipal Entities and coordinate the provisioning of capacity building. Monitor, report on, and promote municipal compliance with the Municipal Finance Management Act (MFMA) through oversight assessments, training, and support within the Local Government sphere in Gauteng. Oversee, support, and provide guidance in the implementation of the Generally Recognised Accounting Practice (GRAP) Standard, the Annual Financial System, and the Asset Management. Oversee, engage, and advise municipalities towards sound and sustainable operating and timely financial reporting by all the delegated municipalities in Gauteng. Promote, encourage, and introduce vertical and horizontal interface collaboration of the relevant intergovernmental relations structures in local government in Gauteng. Management of the branch.

**ENQUIRIES** : Mr. Robert Tsotetsi – email: [robert.tsotetsi2@gauteng.gov.za](mailto:robert.tsotetsi2@gauteng.gov.za)  
**NOTE** : The position is earmarked to address employment equity in terms of female appointments at Senior Management level.

**POST 16/168** : **CHIEF DIRECTOR: PUBLIC FINANCE REF NO: REFS/048599**  
 Directorate: Sustainable Fiscal Resource Management

**SALARY** : R1 494 900 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 as recognised by SAQA in Economics or Finance. 5 years' experience at a Senior Management level. Driver's Licence. Public Service SMS Pre-Entry certificate must be submitted prior to appointment.

**DUTIES** : To oversee, monitor and report on financial and non-financial performance in provincial institutions. Oversee and manage Fiscal policy to inform the development of a credible and transparent budget in line with the Gauteng Medium-Term Development Plan (MTDP). Manage and oversee monitoring and reporting on expenditure. Oversee, monitor and review Compensation of Employees Spending (COE) within provincial institutions. Oversee Performance Management Reviews of Goods and Services aimed towards outcomes, impact and value for money in terms of strategic resourcing. Management of the Chief Directorate.

**ENQUIRIES** : Mr. Robert Tsotetsi – email: [robert.tsotetsi2@gauteng.gov.za](mailto:robert.tsotetsi2@gauteng.gov.za)

## DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 29 May 2026
- NOTE** : 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](http://www.dpsa.gov.za/documents). Only shortlisted candidates who meet all the requirements of the post 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, preference will be given to Coloured Females, Indian Females, White Females candidates.

### OTHER POST

- POST 16/169** : **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: REFS/048686**  
Branch: Transport  
Re-advertised. Applicants who previously applied are encouraged to re-apply

- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (plus benefits)  
: Ekurhuleni  
: National Diploma / Bachelors degree (NQF level 6/7) qualification in the Transportation Management/Public Management/Administration Management. 3 – 5 years' experience in the public transport licensing or public transport environment. 2 years' experience must be at supervisory level. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and its Regulations, the PFMA and its regulations and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Competency in Customer relations, Stakeholder Relationship Management, Computer utilisation, Financial Management, and Business Performance Management.

- DUTIES** : Monitor the receipt of applications for operating licenses from public transport operators for the region. Check that the submitted applications have all the required supporting documentation. Confirm that captured information on applications and supporting documents is complete and accurate. Provide information pertaining to the operating licensing cycle to stakeholders. Provide public transport operators with the relevant information relating to public transport operating licenses. Update relevant information on the systems where necessary. Manage the verification of submitted applications manually and through the relevant system(s). Confirm receipt and verification of permits/operating license applications for all public passenger road transport. Escalate applications suspected of having fraudulent documentation. Manage records of all verified documentation. Adhere to all legislative frameworks relating to processing of licenses. Liaise and consult with public transport

operators, commuters, and other government institutions. Participate in the development of policies and standard operating procedures. Review and update existing policies in response to regulatory changes and Public Transport regulation. Monitor adherence to the implementation of policies. Communicate the policy to relevant stakeholders, the business unit and the department when required. To collate all relevant information, files and documents from the Applications counter in the region. To ensure the proper record keeping and control of all information, files and documents. Arrange for the proper retrieval and storage of information, files and documents. Ensure the proper maintenance of filing systems (electronic and manual). Ensure the correct placement and safe keeping of information, files and documents. Provide coaching, disciplinary and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Manage resources to ensure effective service. Implement sound management of human resources within the component. Perform daily supervision of the section. Facilitate and encourage staff development to meet the changing demands of the job. Support implementation of employee wellness program and support where needed. Manage leave of sub-ordinates

**ENQUIRIES**

:

Mr. E. Mpateni Tel No: (011) 355 7252/ Ms. P Mabasa Tel No: (011) 355 7175  
For general enquiries please contact Human Resource on Tel No: (011) 355-7521/7252.