

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za> Or Email: SACR.RecSMS@gauteng.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane: 082 810 6152 / Mr. Ouwen Gaveni: 071 855 8934
- CLOSING DATE** : 24 July 2026 at 23:59 pm
- NOTE** : Applications should be submitted online at <http://professionaljobcentre.gpg.gov.za> (New Z83 form must be attached. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

- POST 24/160** : **CHIEF DIRECTOR: ARTS, CULTURE AND HERITAGE REF NO: REFS/050114**
 Directorate: Arts, Culture and Heritage
 (05 Years Contract)
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum (Level 14), (all-inclusive package)
 : Johannesburg (Head Office)
 : The successful candidate should have Grade 12 plus an appropriate undergraduate qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Culture and Heritage Studies / Fine Arts / Dramatic Art / Performing & Visual Art / Film & Television or relevant management qualification as recognized by SAQA. A minimum of 5 years' experience in Senior Management level in relevant environment. A valid driver's license, No criminal record, A compulsory Pre-Entry Senior Management Certificate issued by the National School of Governance (NSG). Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written. Communication. Leadership. Computer literacy. Report writing. Relationship management. Knowledge: PFMA and Applicable Legislations and prescripts.
- DUTIES** : Coordinate and serve as the custodian of heritage resources in the province. Provide advice to the MEC on the implementation of NHRA and relevant provincial and municipal legislation. Manage and promote the systematic identification, recording, and assessment of Gauteng heritage resources that form part of the national estate. Manage the establishment of policy, objectives and strategy plans for heritage resources management. Coordinate and monitor the implementation of NHRA for efficient and effective heritage conservation. Manage and promote creative arts in clusters. Manage and promote creative arts in communities. Provide value adding report to management and external stakeholders on a timeous. Monitor the provision of policies and procedures within the programme. Manage and promote museums and monuments services. Manage and promote languages services within the province. Manage geographical names and standardization of databases within the province. Manage indigenous knowledge systems and national symbols. Manage memorialization, repatriation and reburial services in the province. Provide support service to creative industries. Manage the development of Performing Arts, Music and Dance industries. Manage the development of visual arts, craft and design. Research and keep abreast of best practice initiatives and developments within the chief directorate. Develop business/ strategic plan for the directorates and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the chief directorate. Manage the development and coordination of service delivery improvement plan. 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 agreements. Consolidate and manage the budget in the chief directorate. Authorize, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leaves the chief directorate.
- ENQUIRIES** : Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

OTHER POST

- POST 24/161** : **EXTERNAL CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: REFS/050115**
(03 Years Contract)
Directorate: Risk Management
- SALARY** : National Treasury Prescribed rates will apply for the remuneration as amended annually
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate, at least a 3 years relevant Degree in (Legal/ Accounting/ Risk Management/ Auditing and Financial Management). Post-graduate qualifications will be added advantage. Candidates should have worked within the Risk Management Environment for more than 5 years. Previous experience as a Risk/Audit chairperson is preferable In addition, the following: Skills and attributes are required for this role: integrity, Independence, dedication, understanding of public sector business and controls. Excellent communication skills (verbal and written). Knowledge: A good understanding of the recent developments within the Risk Management field and Corporate Governance, Public Finance Management Act, Treasury Regulations, EWRM, ISO 31 000 Revised 2019, COSO model and Public Sector Risk Management Framework as well as IT frameworks pertaining to governance and previous experience as a risk champion in government entities as an added advantage , preference will be given to candidates with membership with IRMSA/ACFE/SAICA as an advantage.
- DUTIES** : The candidate will Chair the Departmental Risk Management Committee and provide an oversight role regarding monitoring the implementation of risk management within the Department. Review relevant Risk policies /strategies and other working procedures. Review Risk Management Actions Plans to be instituted and ensure compliance with such plans. Integration of Risk Management into planning, monitoring, and reporting processes. Review of risk appetite and tolerance levels of the Department. Provide quarterly reports to the Accounting Officer and other management committees. Implementation of risk maturity model and measurement of the effectiveness of Departmental Risk Management functions and integration.
- ENQUIRIES** : Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 24 July 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. 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.

OTHER POSTS

- POST 24/162** : **DEPUTY DIRECTOR: CENTRE MANAGER REF NO: REFS/050295**
Branch: Transport
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Kagiso
REQUIREMENTS : NQF level 6/7 in Public Administration / Public Management / Finance / BA Licencing / Transport Management / Traffic Management. Must be in possession of a Examiner of Driving License / Examiner of Motor Vehicles/ NaTIS Certificates. 3-5 years' experience in Assistant Director Level. Valid Driver's License. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Knowledge of NRTA, BCEA, PSA, LRA, PFMA, POPIA and PAJA. Competency in Community Relations, Stakeholder Relationship Management, Research, Computer Utilisation, Financial Management, and Business Performance Management.
- DUTIES** : Manage the NaTIS system used in the processing and issuing of Motor Vehicle, Driver Licenses and Vehicle Testing Station where existing. Ensure that routine maintenance projects for the Centre are executed. Ensure routine maintenance of calibration machines and test yard marking. Conduct regular staff meetings within the centre. Assist with resolution of complaints and concerns by staff and members of the public. Monitor execution of projects and contracts in accordance with best practice standards, time, quality and budget. Manage and monitor documents and records management within the Provincial Registering Authority Centre. Manage the budget of the Provincial Registering Authority Centre. Provide input into the compilation and administration of the annual budget. Ensure that the budget plan is compiled and submitted in time. Ensure compliance with all audit requirements and recommendations. Manage and monitor Provincial Registering budget and expenditure per allocation. Ensure that all budget reports are compiled and submitted to management. Manage and develop budget allocation. Manage and prevent fraud and corruption within the Provincial Registering Authority Centre environment. Implement departmental risk management strategy. Develop and implement measures to eliminate fraud and corruption behaviour and activities. Monitor and manage operational risk of a Provincial Registering Centre. Ensure compliance with all audit requirements and recommendations. Compile Monthly Reports of the component. Evaluate and act on all applicable monthly/quarterly and annual reports. Submit input into the compilation of reports and other documents. Compile weekly/monthly/quarterly Anti – fraud and corruption reports. Manage Human Resources within the Provincial Registering Authority centre. Lead human resource management functions and policies, including staff development and staff well-being. Manage personnel within the Provincial Registering Centre. Hold monthly staff meetings. Monitor and advising on recruitment of personnel to vacant positions. Process and approve leave applications through ESS system and other official means. Ensure training and development of personnel through on-the-job-training and external and institutional courses as offered by RTMC and other recognized institutions. Manage staff grievances and/or refer to Labour Relations for further handling. Apply and execute disciplinary processes in accordance with applicable procedures.
- ENQUIRIES** : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
- POST 24/163** : **SENIOR EXAMINER: VEHICLE TESTING STATION AND DRIVER'S LICENSING TESTING REF NO: REFS/050296 (X3 POSTS)**
Branch: Transport
- SALARY** : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Kagiso, Temba, Maponya

<u>REQUIREMENTS</u>	:	NQF level 6/7 qualification in Public Administration/Public Management/BA Licensing/ Transport Management. Qualified and registered as NaTIS user/an Examiner of Vehicles and Driving license are equivalent to or above the grading of the center. 3 – 5 years' relevant (NaTIS) National Traffic Information System experience within a Driver License Testing/Motor Vehicle Registration/Vehicle Testing Centre. 2 years' experience must be at supervisory level. Valid Drivers' License. Knowledge and Skills: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures. Decisive, Team-worker, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.
<u>DUTIES</u>	:	Ensure that examiners for motor vehicle testing are assigned to perform various duties in line with the requirements of the legislation and pertaining to testing of applicants. Ensure that motor vehicle testing is conducted in accordance with the (NRTA) National Road Traffic Road Act. Ensure that regular spot-checks, quality assurance, supervision and that monitoring is conducted and that a monitoring control system is administered. Performs quality assurance in respect of applications of roadworthiness and to ensure authorization of roadworthy certificates. Ensure consistently that all testing equipment is timeously calibrated and in good working order. Provide support through ensuring that banking, South African Bureau of Standard (SABS) and maintenance findings are adhered to in the Vehicle Testing Stations (VTS's). Ensure that queue management system is utilized optimally at the Centre. Ensure that malpractice or any violation is reported to the inspectorate. Co-operate with Law enforcement agencies on matters under investigation. Ensure there is enough resources for revenue management and recording. Ensure that monies are banked through E-Receipting. Ensure that South African Bureau of Standard (SABS) fee it's paid quarterly. Coordination of deployment of security personnel for government property, clients and staff protection. Liaise with Facilities Directorate as and when maintenance is due, regularly follow up as to when issues are resolved. Ensure good upkeep of the building and grounds. Establish a Document management system. Verify that completeness of (VTS) Vehicle Testing Station documentation is maintained and filed accordingly. Ensure that regular inspections/ quality assurance is conducted, and compliance is maintained. Ensure that all South African National Standards (SANS) documents are available and updated regularly. Provide support through ensuring the enforcement of control measures against fraud and corruption in the Vehicle Testing Station (VTS). Monitor the operations of the Vehicle Testing Station (VTS) and ensure compliance to Directorate Standard Operating Procedures (SOP's) and the National Road Traffic Act (NRTA). Monitor, identify and act on submitted fraudulent documentation. Conducting regular awareness sessions on anti-fraud and corruption activities. Implement all internal controls and risk management recommendations. Report all cases of fraud and corruption to the Department's Anti-Corruption Hotline as well as to compliance and the Directorate: Risk Management. Manage the Vehicle Testing Station (VTS) to meet required expectations. Review of monthly reconciliations and unit reports. Oversee and authorize National Administration Traffic Information System (NaTIS) transactions. Coordinate and liaise with relevant Directorate's on job specific and transversal trainings to improve service delivery, e.g., NaTIS, customer relationship improvement and other administrative courses. Implement systems to manage risks. Ensure compliance to Public Finance Management Act and Treasury regulations. Ensure there is sufficient capacity to meet delivery service.
<u>ENQUIRIES NOTE</u>	:	Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
<u>POST 24/164</u>	:	<u>ASSISTANT DIRECTOR: MONITORING REF NO: REFS/050289 (X2 POSTS)</u> Branch: Transport
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 09), (plus benefits) Ekurhuleni Regional Office, West Rand Regional Office

<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF Level 6/7) in Transport Management/ Transport Logistics/ Public Administration. 3-5 years' working work experience is Public Transport Field/Environment. 2 years' experience must be at supervisory level. Knowledge and Skills: Ability and willingness to work under pressure. Problem solver, report writing. Ability to work in a team. Efficient collaborator. Corporate governance knowledge will be an added advantage.
<u>DUTIES</u>	:	Facilitate and monitor the registration of routes for land base public transport operation in the region. Support the mediation of conflict and disputes. Convene and participate in the meeting with those stakeholders to discuss the route application and inspection findings from the Association or an Operator. Compile a submission with recommendations to the management that the route can be captured on the Registration Administration System (RAS). Ensure that route is captured on Registration Administration System (RAS), as per approved recommendations. Provide feedback accordingly. Assist associations in development own constitutions, guided the Standard Minimum Constitution. Liaise with the Association and operators to make applications for amendment of their operating license Monitor the process of Democratization of associations and other land base public transport operations. Participate in the development, review and implementation of policies and standard operating procedures. Track performance progress and workflow of the team. Manage resources (Human, Equipment/Asset).
<u>ENQUIRIES</u>	:	Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
<u>POST 24/165</u>	:	<u>EXAMINER: VEHICLE TESTING STATION AND DRIVER'S LICENSING TESTING REF NO: REFS/050297 (X2 POSTS)</u> Branch: Transport
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Mabopane, Temba
<u>REQUIREMENTS</u>	:	NQF level 6/7 qualification in Public Administration/Public Management/BA Licensing/ Transport Management. Qualified and registered as an Examiner of Vehicles and Drivers Licenses equivalent or above the grading of the center. 2 - 3 years' relevant Examiner experience. Valid Drivers' License. Knowledge and Skills: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures. Decisive, Team-worker, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.
<u>DUTIES</u>	:	Receive and verify applications for vehicle testing. Verify correctness and relevance of information supplied on the Application of Road Worthiness Certification (ARC) form (Application for vehicle testing), and other application documentation (vehicle's registration certificate). Check that the bookings are confirmed by NaTIS (National Traffic Information System) and through frontline services. Inspect and test the vehicle. Check chassis number/engine, that it is not tampered with or stolen. Furnish the applicant with a copy of the test report after the test is completed. Capture authorized test results on National Traffic Information System (NaTIS). Check that the authentic driver license card is issued in compliance with National Road Traffic Act. Verify that Professional Driver Permit (PrPD) applications and issuance are complying. Ensure execution of duties by Junio Examiners in compliance to National Road Traffic Act (NRTA) and South African National Standard (SANS). Response to queries from members of the public on NRTA related issues. Ensure an efficient and orderly system for the arrangement of appointments to meet customer expectations. Preparation of a verifiable National Traffic Information System (NaTIS) data eg. Financial reports, testing reports and others. Check and ensure that the authorized test results are captured on National Traffic Information System (NaTIS). Print results and authorize issuance of roadworthy certificate for tested motor vehicles. Ensure correctness and relevance of information supplied on form ACR (Application for certification of roadworthiness) Explain applicable procedure to applicants. Ensure that the bookings are confirmed by NaTIS (National Administration Traffic Information System) and through frontline services. Verify identity of applicants through

checking their Identity documents and other relevant documentation. Regular reporting on issues around achievements and compliance. Implement systems, processes, and controls to prevent fraud and corruption. Engage in anti-corruption and curb unlawful behaviour and activities through identifying and reporting such activities. Manage Junior Examiners.

ENQUIRIES
NOTE

: Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
: In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 24/166

: **SENIOR ADMINISTRATIVE OFFICER: PROCESSING SERVICES REF NO: REFS/050298**
Branch: Transport

SALARY
CENTRE
REQUIRMENTS

: R413 001 per annum (Level 08), (plus benefits)
: Ekurhuleni
: NQF level 6/7 in Public Management/ Public Administration/ Transport Management. 2-3 years' experience in the Public Transport environment. Knowledge and skills: GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and Public Service Regulations. Finance and HR matters. Planning and organising. Computer literacy. Good interpersonal skills. Problem solving and decision-making skills. Sound communication skills, oral and written. Planning and good organising skills. Pro-active and can work independently and as a team. Customer focused, good telephone etiquette and problem-solving ability.

DUTIES

: Receive applications from the cashier counter. Verify all applications received against list and sign off the list applications. Verify that all applications to admin clerks for processing. Confirm that applications are registered. Identify applications with issues and resolve the issues. Confirm that applications received and processed are recorded electronically on a weekly basis for record keeping and auditing purposes. Verify that information on applications and supporting documents are complete and captured accurately. Confirm that applications are prepared for Government gazette publication. Verify that applications are advertised internally and externally as required by the NLTA no.5 of 2009. Get quotation from Government Printing Works by filling in Z95 form. Check that the requested quotes and invoices are received for applications in the Government Printing Works. Retrieve information to be Gazetted from Operating License Administration (OLAS). Confirmation of the budget for the gazette and submit the gazette to Government Printing Works. Check whether the publication is complete correctly. Facilitate the preparation of applications for consideration by the Provincial Regulatory Entity. Coordinate with municipalities on concurrencies and advise applicants on outcomes. Facilitate Human Resource Development of employees. Supervise staff and leave administration. Provide coaching, disciplinary and mentoring of staff to improve performance. Enhance and maintain employee motivation. Assign tasks and monitor performance of employees.

ENQUIRIES
NOTE

: Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
: In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 24/167

: **DATABASE ADMINISTRATOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REF NO: REFS/050272**
Branch: Corporate Services

SALARY
CENTRE
REQUIRMENTS

: R413 001 per annum (Level 08), (plus benefits)
: Johannesburg (Head Office)
: National Diploma (NQF Level 6)/ Degree (NQF Level 7) in ICT (Computer Science / Informatics) / Business Information Management / Information Technology. Database Administrator Certificate as an added advantage. 2-3 years' experience in ICT database environment. Knowledge of change management, project management, and information management. Knowledge of relevant legislation, Public Service Regulations, and Service Level Agreements (SLAs). Knowledge of the Minimum Information Security Standards. Strong skills in planning and organising, customer management and quality management. Ability to promote innovation and continuous

		improvement. Well-developed problem-solving skills, analytical thinking, and communication skills and diversity Awareness.
<u>DUTIES</u>	:	Design and develop database Develop scripting and optimize performance Maintain Databases using Microsoft Structured Query Language (SQL) 2016 and latest versions of Microsoft SQL Manage workload and ensure high availability; disaster recovery Develop and maintain data documentation Provide ICT technical support Prepare design specifications. Design and create database systems based on business requirements. Develop database schemas, tables and data dictionaries. Gather and analyses requests pertaining to layout and special features of a database. Solve database usage issues and malfunctions.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521) Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.
<u>POST 24/168</u>	:	<u>COMMUNICATION OFFICER: INTERNAL COMMUNICATIONS REF NO: REFS/050275</u> Branch: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/bachelor's degree NQF Level 6/7 in Communication and Marketing qualification or relevant. 1-2 years' experience in content development for print and electronic medium. Knowledge and skills GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge of GPG political and executive structures. Change management Planning and organising Strategy, Policy development Project Management People oriented Financial Management.
<u>DUTIES</u>	:	Writing, editing, proof reading and content sourcing. Newsletter development and management. Website and intranet management, Assist in effective management of resources. Assist in securing suppliers for communication-related services. Coordinate and monitor websites, intranet and social media content, visual appearance and functionality by ensuring continuous updating Attend to and facilitate speedy responses to external client queries coming through Department's website Render administration support to the Directorate Distribute print material to internal and external stakeholders Compile weekly, monthly and quarterly reports Liaise with suppliers and ensure that service level agreements are developed.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.
<u>POST 24/169</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: REFS/050273</u> Branch: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 National Diploma or Degree in Management Services/Production Management/ Operations Management.1-2 years' experience in the Organisational Development field. Knowledge and skills Planning and organising People Oriented Change management, Strategic thinking, Customer management Innovation/ continuous improvement Problem solving, Analytical Communication Initiative Diversity awareness. Understanding of relevant legislation: (PSR, PSA, CORE) Relevant human resource legislation in the public service DPSA Organisational Development directives, circulars, policies, guides. Organizational development. Initiatives Knowledge of DPSA regulations and Ministerial Handbook. PERSAL Staff establishment certificate will be an added advantage.
<u>DUTIES</u>	:	Schedule organizational structure consultation sessions with business units. Assist with coordinating, reviewing, redesigning and implementing the organizational structure and post establishment information. Facilitate the

process of work study investigations. Facilitate Organizational Functionality Assessment (OFA). Facilitate the development of business processes and standard operating procedures. Facilitate the creation and abolishment of posts. Submit mandates on the post establishment changes for implementation on PERSAL. Identify and prioritize posts to be evaluated. Facilitate departmental JE projects and liaise with OOP (project plans, submissions etc.). Coordinate and facilitate all job evaluation activities (interviews, completion of PIQs, evaluation system etc.). Benchmark jobs with other organisations. Manage JE database and related records. Prepare submissions on JE panel recommendations. Ensure all approved JE recommendations are implemented on the PERSAL system. Provide job description template and advise line managers on contents of the job description template. Assist business units with the review and development of job descriptions. Update and maintain the job description database. Provide Job descriptions to stakeholders for advertising, performance contracting, evaluation of posts and generic queries on posts. Align departmental job descriptions of coordinated posts to the DPSA coordinated jobs. Provide departmental monthly headcount from post establishment information. Provide post establishment data which includes Vacancy rate, filled and vacant posts, post details. Compile presentations and reports related to post establishment data. Provide 3.3.4s post information. Keep up to date with compliance and regulatory requirements. Implement all organizational design circulars, policy and other communications that impact on the operation of the business unit. Implement governance processes, frameworks and procedures. Update and maintain job evaluation and job description database. Maintain records management system. Retrieve documents as and when requested. Ensure OD submissions are filed correctly (approved documents and submissions). Route and follow up on submissions. Capture minutes during meetings when required. Ensure unit has stationery. Organize workshops and meetings. Perform procurement duties. Ensure all functions related to OD GG vehicle are performed.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 - 7175

NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.

POST 24/170 : **ADMINISTRATIVE OFFICER: ISSUING AND COLLECTIONS COUNTER**
REF NO: REFS/050299
Branch: Transport

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 6/7 in Public Management / Public Administration/Administration Management/ Transport Management. 1-2 years' experience in the Public Transport management environment. Knowledge and skills: GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Customer management, Innovation / continuous improvement, problem solving, analytical, negotiation, communication, initiative and diversity awareness.

DUTIES : Account for all applications received from processing and cashier streams. Verify if all documents are attached to the file. Verify and ensure that applications forms are properly filled. Verify applicants' data on the vehicle documents and validity. Tracking of processed applications. Print Operating Licenses. Account for the verification of applicant details and validate printed operating licenses. Permits. log calls with NLTIS (National Land Transport Information System) for both Minibus Taxi and Non-Minibus Taxi applications for reduction or increasing capacity on the applications prior to issuing. Check and verify applications and submit them to the Senior Admin Officer before being signed off to the Provincial Regulatory Entity for signature of the Operating Licensing. Record operating licenses to be distributed to applications for collections. Provide feedback to applicants for collections. Provide feedback to applicants on processed applications through the SMS system. Consolidate the monthly portfolio of evidence (POE) that is signed copies of permits/ operating licenses. Account for the hand-over of issued operating licenses and documents received for collection. Account for the

verification of details by checking Proxy letters or ID copies of each person collecting and proper record keeping of collected operating licenses. Distribute Face Value documents to issues and conduct to issues and conduct stock taking. Manage Human Resources and compile relevant reports for the unit.
 Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
 In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

ENQUIRIES
NOTE

POST 24/171

ADMINISTRATIVE OFFICER: MONITORING REF NO: REFS/050290 (X3 POSTS)
 Branch: Transport

SALARY
CENTRE

R338 106 per annum (Level 07), (plus benefits)
 Johannesburg Regional Office, Sedibeng Regional Office, West Rand Regional Office

REQUIRMENTS

National Diploma (NQF Level 6)/Degree (NQF Level 7) in Transport Management/ Transport Logistics/ Public Administration. 1 — 2 years working experience in Public Transport Field/Environment. Valid Driver's license. Knowledge and Skills: Ability and willingness to work under pressure, time management. Ability to execute instruction, team worker, adaptable to change. Good communication skills will be an added advantage.

DUTIES

Perform physical inspection of all routes for all land base public transport operations in the region. Document the observation. Record election and AGM preceding. Keep record safely. Assist with provision of administration support in mediation of conflict and resolving disputes. Renders administrative support services. Participate in the development and review of relevant policies and regulations of the unit. Preparation of meetings with Associations and Stakeholders (Departmental meetings or meetings outside the Department. Provide support in conducting an inspection-in-loco with stakeholders: Planning Authorities, South African National Taxi Council (SANTACO), Gauteng National Taxi Alliance (GNTA), Metered Taxi Council, Learner Transport Council, upon receipt of route application from the Association or an Operator.

ENQUIRIES
NOTE

Mr. Mpateni/ Ms. K. Gumata Tel No: (011) 355-7521/9043
 In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 24/172

ADMINISTRATIVE CLERK: PLANT HIRE REFS NO: REFS/050263
 Branch: Roads Infrastructure

SALARY
CENTRE

R237 453 per annum (Level 05), (plus benefits)
 Koedoespoort (Tshwane)

REQUIRMENTS

Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure. Report writing.

DUTIES

To provide general administration duties - typing, scanning, emailing, filing and recording keeping, etc. Licenses renewal administration. Traffic fines and infringements re-routing. Vehicle accidents reporting and administration. Assist with other administrative duties assigned by the superior. Basic secretariat functions as and when needed. Management of attendance register. Provide Administration support with regards to Performance Assessments during review and contracting period. Provide administration support on HR related functions as and when needed.

ENQUIRIES
NOTE

Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043
 In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Females, Indian Females, White Females, Persons with disabilities candidates.

POST 24/173

GROUNDSMAN REF NO: REFS/050276
 Branch: Corporate Services

SALARY
CENTRE

R144 024 per annum (Level 02), (plus benefit)
 Zwartkop Academy

- REQUIREMENTS** : AET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.