

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular whites, Indians, the persons with disabilities and youth.

- APPLICATIONS** : To apply for the above position, please submit your application online at <http://professionaljobcentre.gpg.gov.za> or send an email @ GDENVrecruitment@gauteng.gov.za.
- CLOSING DATE** : 31 July 2026
- NOTE** : quoting the relevant reference number applications must be submitted on the New Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the OLD Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Notes: Applications received after the closing date will not be considered. Only shortlisted Candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates 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 will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. 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. This post is being re-advertised. previous applicants are encouraged to reapply.

OTHER POST

POST 25/402 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MANAGEMENT: REF NO: REFS/050125**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration as recognized by SAQA. 3 – 5 years' middle management relevant strategy and governance experience. Valid driver's license. Competences: Computer Literacy, excellent written and verbal communication skills, report writing and analytical skills, project management, people management, time management, presentation skills, innovative, team player, organising and chairing meetings. Attributes: Innovative Team player and flexible, Client Orientated, Quality orientated cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.

DUTIES : To manage the provision of research, strategic planning management and policy coordination services. Responsible for monitoring the policy panel process and representing the strategy function of the Gauteng Department of Environment. Overall management of the integrated strategic planning sessions for the Gauteng Department of Environment. To facilitate, consolidate, compile and submit strategic information, provide administration support in the development of the departmental strategic plan, assist in the development of the strategic planning report templates and guidelines, aid with regards to the development of operational plans as aligned to the departmental strategy, facilitate and compile the departmental targets and compliance process and reporting, provide support on the development and review of operational and strategic policies in the Department and to develop and maintain strategic planning framework. Periodic reviews of the submitted departmental strategic plans, annual performance plans and operational plans to ensure alignment with long-term goals and budgetary processes. Conduct in-depth analysis of the provincial policy environment, national policies, and legislation to prepare provincial responses and identify critical intervention areas. Identify potential project risks and provide suggestions for mitigation strategies. Provide the overall maintenance of departmental policy tracker and associate training. Prepare detailed reports and presentations for SMT and EMT. Responsible to ensure conducting of evaluations and coordinate the development and maintenance of strategic policy frameworks. Responsible to manage human and financial resources within the directorate.

ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

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 Tel No: (011) 355-7082/7043. Only online applications will be considered.

CLOSING DATE : 31 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 25/403 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: REFS/050353**
Branch: Finance

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF 6)/ bachelor's degree (NQF 7) in Supply Chain Management/ Purchasing Management/ Financial Management/ Cost Accounting Management/ Logistics Management/ Public Management. 3-5 years' experience at Assistant Director level within Supply Chain Management. Knowledge And Skills: GPG and GPDRT policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA and, BEE Act. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Experience in MS Office (MS Excel, MS Word and MS PowerPoint) and BAS, SAP and SRM. Knowledge of contract management including management of SLAs. Understanding of National Small Business Act, Service delivery innovation Programme, and project management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, presentation, decision making and management skills. Must be able to work under pressure and have the ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

DUTIES : Develop, implement and review SCM policies, strategies, and procedures. Develop, implement, and maintain Demand acquisition systems, policies, strategies and procedures. Adhere to and promote legislative, departmental prescripts and the code of conduct for the Public Service. Review supply chain management policies yearly and align new legislation and National/Provincial treasury regulations. Manage the functional operation of the demand and acquisition management in the Department. Perform needs, expenditure commodities and market analysis on past spend pattern, future needs and to develop the procurement plan. Source goods and services in a fair, equitable, transparent, competitive and cost-effective manner. Manage the Bid specification and evaluate the process. Compile bid specification for each competitive bid. Ensure that bids are evaluated in accordance with the evaluation criteria set out in the bid document. Ensure that bid evaluations are fair, equitable, competitive, transparent and cost effective. Manage the tender process. Compile and distribute the tender documents in accordance with departmental procedures. Administer the tender box. Manage relationships between tender management and process areas in procurement of goods and services. Management and overseeing the supplier database. Perform general quality assurance information on the supplier database (CSD). Provide the strategic leadership of the component. Manage performance and development of the subordinates. Address poor performance of any team member through the formal performance management process. Serve on transverse task teams as required. Quality control of work delivered employees.

<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 Females, Indian Females, White Females candidates.
<u>POST 25/404</u>	:	<u>ASSISTANT DIRECTOR: HEALTH AND WELLNESS REF NO: REFS/050352</u> Branch: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIRMENTS</u>	:	National Diploma (NQF level 6)/ Degree (NQF Level 7) in Human Science/ Psychology/ Social Sciences (Social Work). Registration with the Health Professions Council of South Africa or South African Council for Social Services Professions. 3-5 years' experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge And Skills: Project management methodologies, Business performance management and Community relations & Stakeholder relationship management. Analytical thinking, Research, Computer utilization, Policy formulation, Conflict management and financial management. Adaptability during changes to meet departmental goals. Strategic management and Change/diversity management. Knowledge of GPG and DPSA policies and procedures, relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information and knowledge of GPG political and executive structures.
<u>DUTIES</u>	:	Develop and promote disease and chronic illnesses management programmes. Manage and promote mental health and psychosomatic illnesses. Manage injury on duty and incapacity due to ill health. Develop and implement policies, procedures, guidelines and promote occupational health education. Manage resources (Human / equipment/Assets). Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. Measure the impact of programmes that reduce the psychosocial and physical demands of the workplace that trigger stress. Develop and implement strategies to reduce stigma and discrimination against people living with mental diseases as well as the promotion of human rights and wellness. Provide and promote utilization of counselling and support services. Develop cost effective health care programmes to quantify Return on investment ROI. Develop Departmental Health and Productivity Management Policy and flexible policies that address work-life balance. Coordinate the implementation of wellness programmes, projects and interventions. Manage staff Plan, organize and control activities pertaining to the functions of the programme Provide technical advice to management Evaluate and monitor performance of employees to ensure achievement of strategic goals.
<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 Females, Indian Females, White Females candidates.
<u>POST 25/405</u>	:	<u>ASSISTANT DIRECTOR: (HIV/AIDS, STI & TB) REF NO: REFS/050349</u> Branch: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIRMENTS</u>	:	National Diploma (NQF level 6)/ Degree (NQF Level 7) in Human Science/ Social Sciences / HIV Management / Psychology / Social Behaviour Studies in HIV. Registration with the Health Professions Council of South Africa or South African Council for Social Services Professions. 3-5 years' experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge And Skills: Project management methodologies, Business performance management, Community relations & Stakeholder relationship management. Analytical thinking, Research, Computer utilization, Policy formulation, Conflict management and financial management. Adaptability during changes to meet the departmental goals. Strategic

DUTIES

: management and Change/diversity management. Knowledge of DPSA and GPG 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. Manage and promote HIV/AIDS, STI, & Tuberculosis (HAST) prevention. Coordinate and implement the provision of treatment care and support on HIV/AIDS, & Tuberculosis (HAST). Establish governance structures for implementation and monitoring of HIV/AIDS, STI, & Tuberculosis (HAST). Develop and implement policies, procedures and guidelines. Supervise resources (Human/equipment/Asset). Monitor proper implementation of budget by monitoring, projecting, and reporting expenditure. Develop, review, and implement policies, procedures, guidelines to ensure compliance with requirement of National Framework on HIV and AIDS. Establish e-health and HIV/AIDS, STI, & Tuberculosis (HAST) Provide inputs and reports on the Gauteng Provincial AIDS Council response to enable seamless reporting on HIV/AIDS, STI, & Tuberculosis (HAST) interventions. Facilitate provision of enabling environment for People living with HIV and AIDS to lead healthy and productive life through access to ART programme and post Exposure Prophylaxis (PEP), Management of TB & HIV coinfection and STI. Provide access to HIV Counselling and Testing. Promote adherence to counselling and regular HIV testing, including those with active TB disease. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission Develop and implement evidence-based HIV prevention strategies and improved behavioural change communication (BCC).

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 Females, Indian Females, White Females candidates.

POST 25/406

: **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: REFS/050355 (X2 POSTS)**
Branch: Transport

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (plus benefits)
: Johannesburg and Tshwane
: National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) qualification in Transportation Management / Licensing/ Law / Transport Economics / 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 subordinates.

**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 25/407

: **LEGAL ADMINISTRATION OFFICER (MR5): LITIGATION SERVICES REF NO: REFS/050351**
Branch: Corporate Services

SALARY

: R483 219 – R1 155 777 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).

**CENTRE
REQUIREMENTS**

: Johannesburg (Head Office)
: LLB Degree (NQF Level 8). At least 14 years appropriate post qualification legal experience. Admitted Attorney or Advocate in the High Court of South Africa. Knowledge And Skills: Knowledge and experience in research; Good communication skills (written and verbal); Ability to work under pressure and solve problems; Good office administration, planning and organizing; Computer literacy. Knowledge of Administrative and Constitutional Law, Legislation and Regulations relevant to the Public Service, Legal drafting and interpretation. Knowledge of court procedures; Experience in the management of litigation.

DUTIES

: Draft, review and amend legal policies for the Department. Deal with litigation on behalf of the Department through the state attorney. Investigate and compile relevant documents to the state attorney. Liaise with the State Attorney's office, State Law Advisors and Counsel. Conduct Research on the cases at hand, to establish liability. Giving instruction to the state attorney during court proceedings. Compilation of evidence from staff and management. Manage the cases referred to the state attorney with regard to dates and ensure court appearance by officials and avoid prescription. Provide assistant to the state attorney to prepare briefs to advocates were necessary. Verify correctness of invoice for payment to the State Attorney. Conduct Research and Advice on Legal Problems and Proceedings regarding the Department. Update litigation management system. Investigate and compile relevant documents for the court proceedings. Verify accuracy of documents and compliance with court rules and deadlines. Provide assistance to the state attorney during the court proceedings. Compile court records. Appear in court, lead evidence and present legal arguments. Determine and deliver persuasive legal arguments to a judge or magistrate. Interpret and apply the law to the specific facts of the case to support the departments cases. Conduct a data inventory to identify what personal information is processed, where it is stored, and who it is shared with. Implement data protection policies and procedures, including comprehensive privacy notice, data retention schedules and secure destruction processes. Implement appropriate security safeguards to protect personal information from unauthorised access, loss and damage. Establish an incident response plan for data breaches. Compile and publish a PAIA manual detailing the department's structure, functions, available records and the procedure for requesting information. Manage requests for information in accordance with the prescribed procedures and forms, responding with stipulated timeframes. Establish internal appeal procedures for requesters dissatisfied with the decisions (mandatory for public bodies). Adhere to the code of good administrative conduct and integrate PAJA requirements into all administrative decision-making processes.

ENQUIRIES

: 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 Females, Indian Females, White Females candidates.
<u>POST 25/408</u>	:	<u>LEGAL ADMIN OFFICER (MR5): LEGAL OPINION REF NO: REFS/050350</u> Branch: Corporate Services
<u>SALARY</u>	:	R483 219 - R1 155 777 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	LLB (NQF Level 8). At least 14 years' post graduate legal experience. Admitted Attorney or Advocate in the High Court of South Africa. At least 8 years' post qualification experience in the provision of legal services. Admitted Attorney or Advocate in the High Court of South Africa. Knowledge And Skills: Communications skills, Computer literacy, Interpersonal skills, Negotiation skills Problem solving and Ability to work with the team Ability to work under pressure. Leadership, Decision Making, Planning Organization, Report writing, Presentation. Change Management Planning and organizing Strategy, Policy Development, Project Management, People Oriented Financial Management Research Conduct, analyses, interpret, advise and mentor junior on research.
<u>DUTIES</u>	:	Provide sound legal opinion to the department, Draft legal opinions for the department, Represent the department during legal proceedings, Provide general legal support and PAIA, PAJA and POPIA compliance. Conduct a data inventory to identify what personal information is processed, where it is stored, and who it is shared with. Implement data protection policies and procedures, including comprehensive privacy notice, data retention schedules and secure destruction processes. Appear in court, lead evidence and present legal arguments. Determine and deliver persuasive legal arguments to a judge or magistrate. administer legal advice/opinion in the Department research the applicability of legal principles on legal Opinion formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function Advice on settlement to avoid unnecessary legal costs. Research on latest update of legal developments.
<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 Females, Indian Females, White Females candidates.