

**PROVINCIAL ADMINISTRATION: GAUTENG
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: <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. Pre-entry SMS certificate is compulsory for SMS appointments. 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
- CLOSING DATE** : 18 August 2026 @00:00 midnight
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

OTHER POSTS

- POST 27/171** : **ASSISTANT DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: REFS/050284**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R487 197 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant tertiary qualification in Economics/Econometrics/ Finance at NQF level 8 e.g. Honours Degree. 3 years functional experience in Economics or Finance and/ or related fields. Knowledge and understanding of MFMA, Treasury regulations, accounting principles, and PFMA.
- DUTIES** : To determine and evaluate economic parameters and socio- economic parameters and imperatives within the provincial and macro-economic context. Analyse key economic variables their interrelations and relevance for the budget. Perform periodic analysis, maintenance and update of provincial socio-economic indicators and conduct research which contributes to departmental publications. Support the Deputy Director by producing chapters in the research publications of the Macro-Economic Analysis unit. Perform econometric modelling for research and provide economic information to meet ad hoc requests. Support the Budget Management unit by researching and

submitting contributions to the economic section of the Estimates of Provincial Receipts and Expenditure (EPRE). Perform econometric modelling for research, analysis and forecasting of trends to inform policy makers of the potential future impact of their decisions and the unfolding events in the economy. Remain abreast with all economic trends both locally and internationally so that the impact of these on the provincial economy can be anticipated.

ENQUIRIES : Ms. Baleseng Sedibe – email: baleseng.sedibe@gauteng.gov.za

POST 27/172 : **ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/050285**
Directorate: Municipal Finance Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/ Financial Management/ Accounting/ Cost Management and Cost Accounting/ Logistics/ Supply Chain/ Transport management/ Internal Auditing/public procurement management/ Public Management/ Administration. 3-5 years' experience in the Supply chain management. Competencies: National Treasury circulars and guidelines; Procurement Policy, Contract Law principles/procedures; Public Service Regulatory, Financial Management; Policy analysis and development, Interpretation of legislation. valid driver's license.

DUTIES : Collaborate with relevant stakeholders to strengthen governance and accountability. Analyse UIF&W reports and identify recurring SCM compliance risks. Engage municipalities on corrective actions and compliance measures. Assist municipalities with resolving SCM reporting challenges. Maintain accurate SCM compliance records and databases. Ensure responses are processed within prescribed turnaround times. Compile monthly and quarterly reports on SCM. Assist municipalities in strengthening contract management controls and governance processes. Prepare analysis reports and recommendations for management consideration. Co-facilitate the review and the updating of the frequently asked questions.

ENQUIRIES : Mr. Teneko Bangelo – email: teneko.bangelo@gauteng.gov.za

INTERNSHIP PROGRAMME FOR 2026/28 (24 MONTHS CONTRACT)

OTHER POSTS

POST 27/173 : **INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/055927 (X4 POSTS)**
Directorate: Information Communication Technology

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3-year NQF 6 & 7 qualification in ICT related Degree/Diploma.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

POST 27/174 : **COMMUNICATIONS REF NO: REFS/055929 (X1 POST)**
Directorate: Communications

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/1 to 2 year certificate: 3D Animation, Motion Graphics Designer, Graphic Designer, UI / UX Designer.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

POST 27/175 : **COMMUNICATIONS REF NO: REFS/055930 (X1 POST)**
Directorate: Communications

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/ 1 or 2 year certificate in Photography, Videography and Video editing.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

<u>POST 27/176</u>	:	<u>COMMUNICATIONS REF NO: REFS/055931 (X1 POST)</u> Directorate: Communications
<u>STIPEND</u>	:	R98 097per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/1 to 2 certificate in Audio engineering and Sound production or related courses in the Audio visual sector.
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/177</u>	:	<u>FINANCIAL AUTOMATION MANAGEMENT SYSTEM REF NO: REFS/055943 (X1POST)</u> Directorate: Financial Automation Management System (FAMS)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree: Finance/Financial Information Systems/ Information Technology
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/178</u>	:	<u>FINANCIAL INFORMATION MANAGEMENT SYSTEM REF NO: REFS/055932 (X3 POSTS)</u> Directorate: Financial Information Management System (FIMS)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	BSC in Mathematical Statistics or Bachelor's Degree in Business Administration or BSC Business Information System or Degree/Diploma in Information Technology
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at: 073 2727 131
<u>POST 27/179</u>	:	<u>HUMAN RESOURCE MANAGEMENT SYSTEM REF NO: REFS/055934 (X1 POST)</u> Directorate: Human Resources Management
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree: Human Resource Management/Development Public Administration/Management (Specialising in HRM)
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/180</u>	:	<u>COMPLIANCE (NORMS AND STANDARDS) REF NO: REFS/055936 (X1 POST)</u> Directorate: Compliance (Norms and Standards)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree: Risk, Audit and Law
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/181</u>	:	<u>INTERNAL AUDIT COMMITTEES REF NO: REFS/055937 (X1 POST)</u> Directorate: Internal Audit Committees
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree: Business/Office/Public Administration or Public Management
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131

DEPARTMENT OF ROADS AND TRANSPORT

OTHER POSTS

<u>POST 27/182</u>	:	<u>ASSISTANT DIRECTOR: VIP AND POOL REF NO: REFS/055880</u> Chief Directorate: VIP and Pool Fleet
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Koedoespoort

<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Transportation Management / Fleet Management / Logistics / Finance / Business Administration. 3 – 5 years' experience in fleet management and knowledge in office administration. Driving license as an added advantage.
<u>DUTIES</u>	:	Administer requests from VIP and Pool clients: Manage the booking of chauffeur and VIP services. Verify the booking form signed by the delegated transport officer/manager/financial official as per the transport policy. Confirm the availability of the requested vehicle as per the request. Manage the client department to provide an authorised trip authorisation form (Z606) and driver's license for the collection of vehicle/s. Monitor vehicles allocated to staff. Resolve all queries within acceptable time frame. Facilitate contract administration of short-term rentals: Manage all contracts as prescribed by entity. Approve contracts on Financial Information System. Verify that VIP section is completed on the application form and on the active contracts. Monitor records of daily contract activities. Send letters to clients whose contracts are about to expire and put them to the terms of the contract. Manage the cancellation of contract by the client. Manage the Fleet Management System for chauffeurs: Schedule drivers for chauffeur services on Fleet Management System. Monitor and report the status of chauffeur bookings and vehicles allocated to officials. Compile Financial Information System reports and submit vehicle tracking reports timeously. Develop and facilitate the implementation of policies and procedures: Participate in the development, review and implementation of policies and standard operating procedures. Compliance with all relevant departmental legislation, policies and procedures. Improve accuracy in service delivery. Filling of VIP and POOL reports and approved contracts. Submit monthly and quarterly reports on agreed time frames. Supervise staff (Human/equipment/Assets): Keep proper filing for all records. Manage staff work attendance including leave. Manage performance of staff (Implement Performance Management Development System) Implement and manage Facilities processes, procedures and systems. Compile operational planning for the team. Facilitate staff development.
<u>ENQUIRIES</u>	:	Ms. Precious Maimela Tel No: (011) 345 – 1538
<u>APPLICATIONS</u>	:	must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleetRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on 010 345 1538.
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at www.dpsa.gov.za /documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents not older than six months on or before the day of the interview following communication from Human Resources. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered. 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 the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.
<u>CLOSING DATE</u>	:	21 August 2026

<u>POST 27/183</u>	:	<u>LEGAL ADMIN OFFICER (MR5): LEGAL OPINION REF NO: REFS/050350</u> Branch: Corporate Services (Re-advert, applicants who previously applied are encouraged to re-apply)
<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. 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>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
<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. For general enquiries please contact Human Resource on 011 355-7082/7043. Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates 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.
<u>CLOSING DATE</u>	:	21 August 2026