

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

<u>APPLICATIONS</u>	:	Apply online through the Gauteng Provincial Government E-Recruitment System at http://jobs.gauteng.gpg.gov.za
<u>CLOSING DATE</u>	:	15 September 2026
<u>NOTE</u>	:	Only. Applications must be accompanied by a recently updated Curriculum Vitae (CV), as well as originally certified copies of qualifications and an identity document (copies of certified documents will not be accepted). Certification of documents must not be older than six (6) months. Failure to submit all the required documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks, including criminal record checks, citizenship verification, financial/asset record checks, qualification verification, and previous employment verification. All shortlisted candidates shall be subjected to a technical exercise intended to test the relevant technical elements and competencies required for the post. The logistics of the assessment will be communicated to candidates by the Department. In accordance with the Directive on Human Resource Management and Development for Public Service Professionalisation, all shortlisted candidates, including Senior Management Service (SMS) posts, shall undertake two pre-entry assessments. One assessment will be a practical exercise to determine the candidate's suitability based on the technical and generic requirements of the post, while the other assessment will be an integrity (ethical conduct) assessment. In respect of SMS posts only, all shortlisted candidates will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) recommended candidates will undergo a competency-based assessment, including psychometric assessments, to evaluate cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Applicants applying for SMS posts are required to submit proof of completion of the Nyukela Pre-Entry Programme for the Senior Management Service prior to appointment.

MANAGEMENT ECHELON

<u>POST 31/179</u>	:	<u>CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: REFS/056218</u> Branch: Corporate Management
<u>SALARY</u>	:	R1 554 696.per annum (Level 14), all-inclusive package
<u>CENTRE</u>	:	Umntho House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. NQF level 7 qualification in Human Resource Management, Public Administration / Management or related field. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government. A minimum of five (5) years' experience at Senior Management Service (SMS) level or equivalent in Corporate Management and related environment. Code 8/10 driver's license is essential. Extensive knowledge and understanding of the Public Service environment. Skills And Act, Public Service Regulations, Relevant DPSA Prescripts. Knowledge, Computer literacy (MS Office package).
<u>DUTIES</u>	:	Oversee the implementation of corporate management policies, directives, circulars, guidelines and procedures. Manage the implementation of National Strategies to facilitate productivity improvement. Manage the development of measures and strategies for efficient management and monitoring of all processes to minimise manipulation of processes. Conduct impact analysis to improve corporate support services and ensure timeous development of corrective actions where necessary. Monitor the implementation of initiatives and strategies aimed at improving organisational performance. Monitor compliance on corporate management policies, directives, circulars, guidelines and procedures and report thereof. Guide the provision of human capital management services. Support the provision of human resource administration. Oversee the provision of human resource utilisation and development programmes. Manage the coordination of human resource planning and information management services. Lead the promotion of sound

employee relations. Support the provision of employee health and wellness programmes. Manage the provision of organisation efficiency. Drive organisational structure review and redesign processes. Manage the coordination of job evaluation and the development of job descriptions. Promote the institutionalisation of operations management framework (OMF). Oversee the development and implementation of service delivery improvement plans and Batho Pele programmes. Support the development and implementation of diversity management programmes. Manage the provision of communication and media liaison services. Oversee the provision of internal and external communication services. Contribute to the provision of content management and media liaising support services. Oversee the provision of outreach programmes through the implementation of stakeholder interactions and strategic events. Support the provision of language management services. Oversee the provision of information and communication technology (ICT). Promote and support the provision of information management and information technology. Enable the provision of operational applications services. Support the provision of ICT operations and ICT infrastructure services. Enable and encourage the establishment of information and knowledge management services. Oversee the provision of legal services. Lead and promote the provision of sound legal advice and litigation support. Support the provision of legal opinions and litigations. Oversee the drafting and amendments of legislation and legal instruments. Support the drafting and management of service level agreement. Lead the provision of strategic management, monitoring and evaluation. Support the development and/or revision of the departmental strategic Plan and annual performance plans. Oversee the development of departmental operational plan. Guide the coordination of submissions and the analysis of quarterly reports, annual reports and budget votes documents. Manage resources Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions Perform management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphwe Nhlapho/ Lwandile Phaledi/ Lebohlang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/180 : **DIRECTOR: FINANCIAL ACCOUNTING AND ADMINISTRATION REF NO: REFS/056224**
Branch: Financial Management

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12. Bachelor's degree (NQF Level 7) or equivalent qualification in Financial Accounting, Financial Management or Public Finance, as recognised by SAQA. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. A minimum of five (5) years' experience at middle/senior managerial level in a Financial Accounting and Administration environment. Extensive knowledge of PFMA, Treasury Regulations, Modified Cash Standards, GRAP, BAS, PERSAL, SCOA and public sector financial reporting. Code 08/10 driver's license is essential.

DUTIES : Monitor revenue collected, expenditure incurred and submit reports and plans as required. Manage the payment of compensation of employees, goods and services, transfers, subsidies and report thereof. Verify the correctness of the allocation of journals, payments and receipts. Manage the reconciliation and clearing of control accounts. Manage and oversee petty cash and cash management in terms of PFMA and Treasury Regulations requirements. Lead the reconciliation of general ledger accounts with the trial balance. Manage the administration of suppliers' accounts and general claims. Foster and manage relations with creditors. Lead payments of orders. Administer sundry payments. Manage the reconciliation of creditors and debtors, including inter-departmental claims. Monitor and manage bank reconciliations. Monitor compliance with financial prescripts and ensure that invoice payments are processed within 10, 15 and 30 days in line with Treasury Regulations. Manage the provision of technical advice to all stakeholders to ensure accurate financial statement disclosure. Manage the preparation of GDED and GLB annual and interim financial statements in accordance with applicable legislation. Manage the submission of the annual and interim financial statements to Treasury, the Auditor-General and other stakeholders. Oversee the analysis of monthly and quarterly financial information and ensure accurate financial reporting to

		various stakeholders. Maintain the Standard Chart of Accounts (SCOA). Supervise monthly and year-end systems closures. Manage the reconciliation of general ledger balances against the trial balance. Manage the reconciliation between BAS and SAP systems. Review the GLB revenue database and revenue reconciliations. Manage the directorate risk register. Provide monthly and quarterly reports on progress towards mitigation of risks. Identify and develop emerging risks. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage, monitor and encourage skills development among staff in the unit. Perform financial management functions.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohlang Molefe at 066 196 6890/079 803 5373/066 196 6917
<u>POST 31/181</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/056227</u> Branch: Human Capital Management
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Umnoto House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. NQF Level 7 qualification or equivalent in Human Resource Management, Public Administration / Management, Industrial and / or Organisational Psychology, as recognised by SAQA. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. A minimum of five (5) years' experience middle/senior managerial level or equivalent in a Human Resource Management environment. Code 8 driver's license is essential.
<u>DUTIES</u>	:	Coordinate and ensure compliance and implementation of human resources legislation, policies, programs, projects, processes and procedures for a peaceful work environment. Implement national and provincial policies, strategies and guidelines on organisational efficiency and ensure timeous development of corrective actions where necessary. Develop measures and strategies for the efficient management and monitoring of all HR processes to minimize manipulation of the processes. Conduct impact analysis to improve the human resources processes. Support and advise line managers in the HR processes to ensure compliance with internal recruitment procedures and relevant labour legislation. Facilitate staffing processes in line with recruitment policy and EE Plan. Manage attraction, recruitment, selection and appointment and exit of employees. Manage and administer all aspects of conditions of service such as service benefits, leave management and termination of service. Manage and ensure proper utilisation of the PERSAL system through co-ordination, monitoring and maintaining human resources information. Manage and safeguard HR information and HR records. Guide the development and implementation of employee health and wellness policies and programmes. Manage the implementation of occupational health, safety and environmental management strategies and programmes. Support the implementation of HIV and Aids, TB, prevention of communicable diseases and treatment care programmes. Facilitate the implementation of health and productivity management programmes. Provide the implementation of wellness policies. Manage employee health and wellness information management reports. Manage and facilitate the implementation of labour relations guidelines and processes. Manage departmental collective bargaining and dispute resolution processes. Manage the resolution of disciplinary cases, grievance and disputes processes. Represent employer and monitor the implementation of litigation outcomes. Manage the provision of sound employment relationships. Avail reports on labour relations matters. Manage and facilitate the implementation of skills development strategy. Manage the implementation of human resource development strategy and plans. Facilitate in-service training courses. Oversee the provision of training and development programmes (i.e. bursaries, leadership development, coaching, mentoring, graduate recruitment schemes, learnership, apprenticeship, internships, conferences and study tours, including targeted empowerment and development programmes for designated groups in line with the EE Act). Manage the implementation of career management programmes (succession planning, talent management, retention, career pathing, job rotation, job enrichment, acting roles, team leadership, programmes to preserve institutional memories). Administer bursaries. Coordinate ABET programmes. Manage the implementation of performance management system. Manage the development of performance contracts.

		Quality assure performance reviews and assessments (performance evaluation and moderations). Manage the recognition of long service awards. Manage the development and implementation of the human resource strategy and plan. Manage the development of employment equity plans and guide the implementation thereof. Manage the maintenance of the human resource and staff establishment information system (including PERSAL control). Monitor compensation of employee costing model. Lead and advise on the development and implementation of HR Delegations in line with relevant legislative prescripts. Manage the implementation of diversity management programmes. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917
<u>POST 31/182</u>	:	<u>DIRECTOR: POLICY AND PLANNING REF NO: REFS/056231</u> Branch: Policy and Planning
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Umnoto House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. NQF Level 7 qualification in Economics, Development Economics or Public Policy as recognised by SAQA. A postgraduate qualification in Economics, Development Economics or Public Policy will be an added advantage. Nyukela Certificate for entry into the Senior Management Service (SMS) from the National School of Government. Five (5) years' experience at middle/senior managerial level in an Economic Policy and Planning environment. Code 08/10 driver's license is essential.
<u>DUTIES</u>	:	Participate in the National, Provincial and Sectoral macroeconomic policy and planning colloquiums. Manage the development of sound macroeconomic policies and lead the implementation thereof. Provide advice on macroeconomic policy implementation and report on progress as and when required. Identify macroeconomic policy and planning goals and objectives to support National, Provincial and Sectoral strategies. Manage macroeconomic research policy and planning, assessments and reviews. Develop impact evaluations of implemented programmes of the department. Analyse and identify macroeconomic opportunities for the economic development sector. Implement relevant macroeconomic policy and planning interventions. Align Provincial policy strategies and programmes with the National macroeconomic frameworks. Prepare and avail monthly, quarterly and annual macroeconomic progress reports. Monitor compliance and report thereof. Develop and implement macroeconomic intervention plans. Promote the development of macroeconomic policy development action plans. Lead and manage the implementation of Provincial and Sectoral economic development plans. Provide advice on appropriate macroeconomic policy direction across all sectors of the economy. Consult with stakeholders in the National, Provincial and Local Government, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments and the private sector in the development of sector plans and implementation of projects. Prepare speeches and briefing notes for the Political Office-Bearers on macroeconomic policy-related matters. Liaise with Research and Educational Institutions on macroeconomic policy and strategies. Manage macroeconomic strategies and policy oversight. Drive macroeconomic policy advocacy initiatives. Pursue macroeconomic opportunities and provide implementation support. Engage implementing partners and assess progress on macroeconomic projects and ensure compliance. Report monthly, quarterly and annually on project implementation. Manage the collation of evidence-based information in line with the implementation plan and Service Level Agreements. Manage responses to audit queries. Manage the utilisation of people and equipment. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery. Monitor budget expenditure for projects. Assign duties and responsibilities and manage individual performance within the Sub-directorate.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

OTHER POSTS

<u>POST 31/183</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND ADMINISTRATION</u> <u>REF NO: REFS/056288</u> Branch: Financial Accounting and Administration
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. NQF level 6 / 7 qualification in Financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years' experience in an Assistant Director position within the Finance environment. Code 8/10 driver's license is essential.
<u>DUTIES</u>	:	Execute follow-ups on outstanding invoices, credit notes and related matters with relevant officials, ensuring that verbal follow-ups are confirmed by email. Ensure that all contractual payments have a valid contract in place before payment is made. Authorise Goods Received Vouchers (GRVs) for capturing and processing of payments. Account for all invoices scanned and processed by the payment unit. Reconcile payment proposals with disbursement reports after each payment run and follow up on payments that were not processed. Ensure that all bank-rejected payments due to closed accounts are re-issued timeously. Ensure proof of payment is sent to all paid suppliers after each payment run. Investigate reasons for non-payment within 10 days and prepare monthly reports. Identify fruitless, wasteful and irregular expenditure and ensure appropriate reporting. Ensure payments are processed and approved in accordance with delegated authority. Approve sundry payments in line with approved delegations. Ensure all payments are supported by relevant supporting documentation. Ensure safe keeping of payment batches and maintain payment information for retrieval by stakeholders when required. Ensure payment documents are scanned and securely stored. Ensure supplier payments are processed within 15 days in line with the Gauteng Provincial Government (GPG) target. Ensure monthly supplier payment reports are submitted to the Director, Chief Financial Officer (CFO) and Accounting Officer (Head of Department) for review, approval and sign-off. Ensure 30-day supplier payment reports are submitted to the relevant Provincial Treasury within prescribed deadlines. Provide payment-related information requested by internal and external stakeholders. Ensure sufficient funds are available in the bank account for supplier and employee payments. Manage audit queries from authorised audit institutions and the Legislature. Respond to auditor requests and ensure information is submitted within required timeframes. Review information submitted to auditors to ensure accuracy and completeness. Handle and resolve financial reporting and accounts payable queries. Perform ad hoc financial management responsibilities as required. Manage the petty cash function and ensure adequate petty cash is available for authorised office purchases. Ensure all petty cash transactions are supported by relevant documentation. Ensure safe keeping of petty cash records. Ensure petty cash requests comply with the approved petty cash policy. Review monthly petty cash reconciliations. Ensure monthly petty cash reconciliations are signed by the relevant Director. Conduct regular petty cash counts and spot checks as required. Ensure end users return proof of purchases for petty cash advances. Replenish petty cash when necessary. Make petty cash documentation readily available for audit purposes. Liaise with line managers to ensure Interim Financial Statements (IFS) and Annual Financial Statements (AFS) schedules are submitted to Financial Reporting within prescribed deadlines. Review Word and Excel versions of the IFS and AFS prepared by Assistant Directors and Senior Finance Practitioners. Ensure transactions, events and disclosure notes comply with applicable GRAP standards. Review IFS and AFS supporting evidence and working paper files in accordance with Treasury requirements. Ensure all IFS and AFS line items, transactions, events and disclosure notes are supported by approved documentation from relevant line managers. Review and ensure lead schedules for all IFS and AFS items are accurate and complete. Submit the IFS, AFS and supporting working papers to the Director for review. Ensure submission of the accuracy letters, IFS, AFS and working papers to the CFO for review. Ensure accuracy letters for the IFS and AFS are submitted to the CFO and Accounting Officer for approval and sign-off. Submit the IFS and AFS to the relevant Treasury and Auditor-General within prescribed legislative timeframes. Address issues and findings raised by Treasury and the Audit Committee relating to the IFS and AFS. Ensure all

supporting documents and working papers for the IFS and AFS are available when requested by auditors. Ensure all suspense accounts are cleared before month-end and year-end closure, particularly accounts that must have zero balances. Ensure the team addresses dashboard reports issued by Treasury to allocate and clear outstanding balances. Follow up with relevant departments, including Cashbook Services, General Accounting and Statutory Deductions, to ensure trial balance accounts are reconciled and cleared. Review the trial balance and ensure accuracy before month-end and year-end closure. Review and approve journals prepared by the Financial Reporting Unit to ensure correctness and proper system processing. Confirm month-end and year-end closure with Treasury after all required journals have been processed. Ensure all departmental debts, including staff debts, interdepartmental debts and other debts, are raised and accurately recorded in the accounting records. Liaise with the Transversal Debt Administration Unit regarding the status of staff debt recoveries. Engage employees to authorise debt recovery through PERSAL deductions or make alternative repayment arrangements. Ensure submission of staff debt creation and recovery documentation to the Transversal Debt Administration Unit for implementation. Review and ensure debt payments are correctly allocated and accounted for on the trial balance by the Statutory Deductions Unit. Review and approve bad debt provision calculations prepared by Finance Practitioners. Review and approve debt reconciliations prepared by Finance Practitioners and Assistant Directors. Ensure all debts are supported by relevant documentation. Submit debt supporting documents to auditors upon request. Review monthly interdepartmental debt confirmation letters. Ensure confirmation letters and supporting documentation are submitted to the Director and CFO for approval and sign-off. Follow up with departments and entities to facilitate recovery of interdepartmental debts. Escalate long-outstanding staff debts, interdepartmental debts and other debts to the Director and CFO. Ensure Unauthorised, Irregular, Fruitless and Wasteful Expenditure (UIF) registers are updated with all reported cases. Ensure UIF register entries are supported by relevant documentation. Ensure UIF registers agree with IFS and AFS disclosure notes and Part E of the Annual Report. Ensure investigation outcomes, condonation decisions and write-offs are updated on the UIF registers and supported by relevant reports and approvals. Review UIF registers for accuracy and completeness. Prepare and review the General Ledger Balance (GLB) Liquor Licence Fees database. Supervise the clearing of all database exceptions. Review and approve journals relating to the database. Ensure journals processed on the trial balance reconcile with the database. Ensure unallocated deposits are cleared and maintained at minimal levels. Ensure the liquor licence fees database is accurate and complete. Manage employee performance by ensuring all officials under supervision have signed performance agreements and quarterly performance reviews are conducted. Evaluate, monitor and appraise employee performance. Ensure staff capacity building and development. Promote employee motivation and a culture of high performance. Manage leave administration for employees reporting to the position while ensuring operational deadlines are achieved. Handle and resolve operational and financial queries. Perform additional ad hoc duties as assigned.

<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohlang Molefe at 066 196 6890/079 803 5373/066 196 6917
<u>POST 31/184</u>	:	<u>DEPUTY DIRECTOR: MANUFACTURING REF NO: REFS/056289 (X2 POSTS)</u> Branch: Manufacturing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive package) Umnotho House Johannesburg Grade 12. NQF Level 6/7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years' experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.
<u>DUTIES</u>	:	Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing

strategies for the manufacturing sector. Develop and review sector strategies/plans that align the development of the manufacturing sector to changes in the industry. Develop and review policies and strategies/plans that advance coordination and cooperation amongst the different spheres of government. Develop implementation guidelines for reviewed policies and sector-specific strategies/plans. Determine if current policies and strategies/plans are still relevant or if they should be reviewed. Benchmark against best practice manufacturing sector strategies, policies, and common practices. Benchmark against new initiatives within the manufacturing sector. Display a clear understanding of industrial policy and its implementation. Display a clear understanding of manufacturing and its role in industrial development. Possess the ability to identify key interventions to ensure industrialisation, inclusive growth and township development. Review existing programmes to accelerate growth and job creation within the manufacturing sector. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the 10 high-growth sectors and other key manufacturing sectors. Identify potential partners to implement provincial objectives on industrialisation. Develop a business case and terms of reference to appoint key industry players for the development of the sector for industrialisation purposes. Collaborate with key business units to develop business cases and terms of reference to meet provincial objectives of job creation, SMME development and industrialisation. Develop a business case and terms of reference with the intention of identifying and appointing a potential partner. Develop an implementation plan with the service provider to achieve economic development aspirations. Develop an MOU/MOA to guide the relationship with the service provider. Develop an SLA for the particular financial year to implement the identified programme. Monitor and evaluate the implementation of the programme. Manage outsourced projects. Possess the ability to design and plan mitigation strategies to ensure successful implementation of identified programmes. Consult with stakeholders in the national, provincial and local governments, private sector, international organisations and entrepreneurs. Communicate new projects and improved sector policies and strategies. Collaborate with staff within the department, other departments, and the private sector in the development of sector plans and the implementation of projects for the manufacturing sector. Prepare speeches and briefing notes for the political office bearers on the development of policies and strategies for the manufacturing sector. Correspond with research and educational institutions on the policies and strategies on manufacturing. Engage with implementing partners and assess progress of the project, identify challenges and intervene. Report monthly, quarterly, and annually on project implementation. Collect and verify proof of evidence based on targets stated in the implementation plan and Service Level Agreements. Manage responses to audit queries.

<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917
<u>POST 31/185</u>	:	<u>ASSISTANT DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: REFS/056290 (X2 POSTS)</u> Branch: Entity Oversight and Interface
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and an NQF level 6/7 qualification in corporate governance, public administration or public management as recognised by SAQA. A minimum of three (3) years' experience in corporate governance or a related environment. A valid code 8/10 driver's licence is essential.
<u>DUTIES</u>	:	Facilitate and consolidate GDED public entities' monthly and quarterly governance compliance reports. Assist in conducting a preliminary assessment of submissions. Assist in drafting an analysis report indicating the level of compliance to legislative and regulatory framework requirements (PFMA, Treasury Regulation, King Code) and entities' founding legislation for approval by GDED management. Assist in identifying areas of non-compliance within the control environment and highlight for remedial action by public entities. Assist in conducting monitoring and oversight on the implementation of governance recommendations. Assist in reviewing, researching, and developing a draft annual Shareholder Compact. Facilitate inputs from the GDED Legal Advisory Service and other internal stakeholders and incorporate

responses. Facilitate inputs and concurrence from public entity boards through Company Secretaries. Facilitate approval by GDED management and the Executive Authority. Assist in conducting monitoring and oversight of public entities compliance to the Shareholder Compact. Assist in facilitating administrative processes to appoint Board or fill board vacancies of GDED public entities. Manage the response handling of applications for Board membership. Communicate Company Secretaries on the appointment of Board members. Facilitate the inauguration of the newly appointed board. Assist in the development of terms of reference to appoint a service provider to conduct mid-term board assessment of GDED public entities boards. Assist in the appointment of a service provider. Provide support to service provider and company secretaries in conducting board assessments. Receive and review assessment reports. Assist in the compilation of assessment reports for the attention of GDED management. Assist in coordinated submission of public entities final management report. Conduct approved quarterly assessment on drivers of key control (dashboard analysis) report. Track and monitor implementation of entities AG findings action plans and develop a report for approval by GDED management.

ENQUIRIES : Sipiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/186 : **ASSISTANT DIRECTOR: FRAUD, ANTI- CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/056292**
Branch: Fraud, Anti- Corruption and Integrity Management

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09), plus benefits
: Umnotho House Johannesburg
: GRADE 12. NQF Level 7 qualification in Forensic Auditing / Auditing / Compliance as recognized by SAQA. Certified Fraud Examiner (CFE) would be an added advantage. A minimum of 3 years' experience in Investigation/Forensic audit environment. Code 8/10 driver's license is essential.

DUTIES : Participate in the development and implementation of fraud prevention plan & fraud and anti-corruption, and ethics strategy for the department. Coordinate periodic/regular identification and assessment of fraud risks. Assist with the facilitation of the development of an anti-corruption policy and plan. Assist with the implementation of ethics management strategies. Liaise with relevant stakeholders (e.g., other investigative units, departments etc). Manage the fraud and ethics risk register on an on-going basis including corruption incidents and cases. Coordinate the promotion of ethics, fraud prevention and anti-corruption awareness culture in the department. Provide ongoing awareness of legislative framework regulating anti-corruption and fraud prevention to management and staff through workshops and other medium of communication. Keep abreast of national and international developments in fraud prevention and anti-corruption. Conduct investigations into all allegations of unethical conduct, fraud and corruption reported. Draft investigation reports with detailed findings and clear recommendations for management approval. Follow-up on the implementation of recommended actions by management. Collaborate with law enforcement agencies in the investigation of corruption cases. Record all unethical and corruption cases in the information systems. Manage conflict of interest, including financial disclosures of employees, application for external remunerative work and departmental gift register. Assist in ensuring 100% financial disclosure by SMS and other designated categories. Provide support to employees with the completion of e-disclosure/conduct verification of financial disclosures and investigate anomalies. Update and monitor the remunerative work outside employee's employment (rwoees) register, gift register. Co-ordinate audits on ethics. Conduct lifestyle review. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery.

ENQUIRIES : Sipiwe Nhlapho/ Lwandile Phaledi/ Lebohang Molefe at 066 196 6890/079 803 5373/066 196 6917

POST 31/187 : **CONSUMER EDUCATOR REF NO: REFS/056293**
Branch: Consumer Education, Awareness and Stakeholder Relations

SALARY CENTRE : R487 197 per annum (Level 09), plus benefits
: Umnotho House Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12. An NQF level 6/7 qualification in Public Administration/Public Management, Project Management / Public Relations / Communications / Education and Training as recognised by SAQA. A minimum of three (3) years' experience in consumer education, communications, public awareness, stakeholder engagement, training environment. Code 8 driver's license is essential.
<u>DUTIES</u>	:	Translate consumer legislation into easily understandable concepts for consumer education programmes Implement legislation and policies relating to consumer rights by conducting consumer education initiatives Develop and design consumer education material {radio scripts, resource material (files), training manuals, booklets and leaflets} on consumer legislation. Plan and organize consumer awareness events focusing on commemorative months Develop content on awareness campaigns in terms of Road Shows, Media Talk Shows, social media and SMS campaigns on Consumer Rights Provide inputs into the development of consumer education materials for events Distribute education and awareness materials to consumers. Distribute service offerings posters to consumers, strategic sights, and other government departments Facilitate and conduct consumer education initiatives such as face-to-face workshops and webinars. Create awareness and educate around consumer rights through exhibitions, workshops, webinars, campaigns, and road shows Develop consumer alerts / messages for newsflash and input into media releases and radio scripts. Develop and implement business education (SMMES) initiatives Coordinate and facilitate business seminars Develop business alerts / messages for newsflash and input into media releases and radio scripts Apply a project management approach in managing various consumer education activities and awareness campaigns. Gather information for special projects such as school/ community events around consumer issues Provide desktop research into consumer protection Conduct research on consumer trends Analyse the consumer protection landscape. Establish partnerships with various stakeholders to maximise the impact of consumer education programmes Implement consumer education and awareness programmes in partnership with the Department of Education for learners in schools, non-government organisations, universities on consumer education, focusing on curriculum alignment in Life Orientation and Management Sciences learners Develop education and awareness programmes for consumers and stakeholders Educate citizens and stakeholders in the aim to effect behavioural changes Coordinate and facilitate outreach and awareness activities with various stakeholders Coordinate consumer education with relevant stakeholders Update and maintain the stakeholder database.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/ Lwandile Phaledi/ Lebohlang Molefe at 066 196 6890/079 803 5373/066 196 6917

DEPARTMENT OF HEALTH

<u>APPLICATIONS</u>	:	NB: Applications who previously applied are encouraged to re-apply. 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 submitted strictly online at the following E-Recruitment portal: http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>CLOSING DATE</u>	:	11 September 2026
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships,

credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. 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 Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with Disabilities are encouraged to apply.

OTHER POST

<u>POST 31/188</u>	:	<u>OPERATIONAL MANAGER SPECIALTY OPERATING THEATRE/CSSD</u> <u>REF NO: REFS/056176</u> Directorate: Nursing Re- Advertisement
<u>SALARY</u>	:	R720 819 per annum, plus benefits
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing a Professional Nurse accredited with the SANC in terms of Government Notice 425 or equivalent Post basic qualification with the duration of at least 1 year Diploma in Medical & Surgical Operating Theatre/Perioperative Nursing Science in accordance with R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Medical & Surgical Operating Theatre/Perioperative Nursing Science. Diploma/Degree in Health Service Management and computer literacy are mandatory. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Provide effective overall supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Co-ordination of optimal, holistically specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Effective monitoring and management of absenteeism-Coordination of the provision of effective training and research. Secure and allocate resources and budget to achieve workplace objectives. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National Core Standards & Ideal Hospital Realization and Maintenance Framework. Responsible for the implementation of disciplinary measures Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse education, training and Practice. Participate in realisation of the Hospital Operational Plan. Assist in ensuring that monthly, quarterly, annual performance reports and operational plans are available Monitor performance using Management and Development System. Participate in after hours, night supervision, shifts and weekends as delegated and implement relevant recommendations.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

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.



<u>APPLICATIONS</u>	:	Applications should be submitted online at: https://jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	14 September 2026 @00:00 midnight
<u>NOTE</u>	:	Applications must be accompanied by a recently updated CV 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. 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 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.

OTHER POSTS

<u>POST 31/189</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES MANAGEMENT (PROVINCIAL GRANT MANAGEMENT) REF NO: REFS/056362</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 7 in Financial Accounting /Auditing. Driver's license. 3- 5 years of experience at supervisory/ junior management level (ASD) in local government sphere within Provincial Grants Management.
<u>DUTIES</u>	:	Manage and implement the monitoring of provincial grants management in Local government and transferring provincial departments (TPDs) to enhance compliance with the legislation and related regulations. Manage and implement the monitoring of unspent provincial grants in local government and transferring provincial departments (TPDs) to enhance compliance with the legislations and related regulations. Manage intergovernmental relations (internally and externally) including participation in intergovernmental meetings, workshops, collaboration sessions. Manage the support provided to municipalities pertaining to provincial grants management. Management of the resource.
<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za
<u>POST 31/190</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES MANAGEMENT (PROVINCIAL GRANT MANAGEMENT) REF NO: REFS/056363</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 7 in Financial Accounting /Auditing. Driver's license. 3 to 5 years' working experience in local government finance within Provincial Grants Management.
<u>DUTIES</u>	:	To Perform the monitoring of provincial grants management to enhance compliance with the relevant legislation and related regulations. Perform the monitoring of unspent provincial grants in local government and transferring provincial departments (TPDs) to enhance compliance with the relevant legislation and related regulations. Implement intergovernmental relations (internally and externally) including participation in intergovernmental meetings, workshops, collaboration sessions. Provide support to municipalities pertaining to provincial grants management. Facilitate the administrative function of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za