

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF e-GOVERNMENT**

*It is the Department's intention to promote equity (race, gender, and disability) through the filling of the positions with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.*

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| <b><u>APPLICATIONS</u></b> | : | Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: <a href="http://jobs.gauteng.gov.za">jobs.gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b> | : | 18 September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ). Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) prior to appointment. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/">https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . 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 applies only when there is an SMS post)." If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). |

## MANAGEMENT ECHELON

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| <b><u>POST 32/202</u></b>  | : | <b><u>DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: REFS/056179</u></b><br>Branch: Office of the Head of Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum, (all-inclusive packages)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 7 Qualification in Public Administration /Business Administration / Commerce or BA degree. Master's degree/M. Com or postgraduate qualification in Public Administration, Business Administration, Commerce, Governance, Risk Management, or a related field will be an added advantage. 5 years of experience at middle/senior managerial level. Knowledge of generic competencies required: Knowledge of the GPG and South African political environment. Knowledge of departmental policies. Knowledge of DPSA regulations and Ministerial Handbook. Compliance with PFMA. Knowledge of technical competencies required: Professional Integrity. People management. Excellent verbal, written and presentation communication. Ability to handle secret and classified documents. Conflict Management (Conflict and Problem solving). Knowledge of managerial competencies required: Strategic Agility. Drive for Results. Strategic Planning & Analysis expertise. Diversity management. Skills required: Communications skill. Computer literacy. Interpersonal skills. Presentation skills. Report writing. Leadership. Strategic. Planning. Organisation. Attributes required: Be able to work under pressure. Inspire to be Quality Oriented. Should be decisive. Additional competencies and skills include strategic risk management, governance assurance, compliance oversight, executive decision-support, enterprise risk management, digital transformation programme support, audit query coordination, stakeholder engagement, policy alignment, project governance, executive reporting, and the preparation and quality assurance of EXCO, SMT and HOD submissions. Nyukela Pre-entry certificate must be submitted prior to appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Provide Strategic Coordination and Executive Support: Lead alignment of departmental programmes to HOD priorities. Coordinate strategic inputs across all branches. Provide high-level advisory support to HOD. Provide Governance and Decision Support: Oversee implementation of executive decisions. Ensure quality assurance of submissions to HOD. Monitor implementation of resolutions from executive structures. Maintain effective and efficient stakeholder relations and office management: Build communication approach in dealing with stakeholder requests, enquiries, and liaison matters. Set up and maintain systems in the office that will ensure efficiency in the office for stakeholder management. Disseminate documents in preparation for upcoming meetings to relevant stakeholders addressing the agenda to be discussed. Arrange accessibility for key stakeholders to the office. Coordinate and manage the Heads of branches' engagement and interactions within the office to ensure alignment with organisational priorities. Ensure that internal and External Stakeholders are informed about Senior Management meetings with HOD. Provide quality assurance and advice: Provide strategic advice to the HOD and Senior Management on governance, compliance, and policy alignment. Facilitate information session on policies, procedures, and best practices within the office. Provide advice to Departmental Senior Management and HOD. Manage Resources within the HOD's Office: Manage staff performance and developmental needs. Manage and monitor the office budget in terms of the office regarding possible over and under spending. Engage staff in the office to determine the budget needs. Participate in performance assessment review committee. Develop operational plan for the unit. Provide Governance, Secretariat, and Institutional Oversight: Provide strategic oversight of governance structures supporting HOD and the MEC. Ensure effective functioning of decision-making processes. Oversee integrity, quality, and compliance of submissions. Ensure proper recording, tracking and implementation of executive decisions. Serve as custodian of governance processes ensuring transparency, accountability, and ethical leadership. Provide assurance to the HOD on governance effectiveness. Additional duties include supporting the HOD Office through strategic risk and governance advisory services; coordinating and tracking executive submissions, resolutions and action items; assisting with audit, compliance and assurance responses; supporting the alignment of departmental priorities with the APP |

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|                            |   | and operational plans; facilitating cross-branch collaboration on strategic projects, PPP initiatives and ICT commercialisation matters; preparing briefing notes, executive summaries, decision-support documents for the HOD, SMT, EXCO and oversight structures; monitoring governance risks, implementation gaps and control weaknesses; and supporting stakeholder engagement with internal branches, provincial departments, public entities and external partners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Oscar Baloyi at 066 486 5508                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 32/203</u></b>  | : | <b><u>DIRECTOR: RISK MANAGEMENT REF NO: REFS/056180</u></b><br>Branch: Office of the Head of Department (Internal Risk Management)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R1 317 384 per annum, (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 7 Qualification in Risk Management / Auditing / Commerce / Accounting or Finance. 5 years' relevant experience at middle/senior management level. Registered Government Auditor (RGA) Qualification, CIA/ CCSA/ CFE/ CA(SA) will be an added advantage. Knowledge of generic competencies required: General GPG business. Government regulations, policies, and procedures. General government sector and organisational structure. Knowledge of technical competencies required: Knowledge of key risk management concepts, framework, and good practices. Knowledge of the PFMA Act and King 2. Knowledge of Enterprise Risk Management (ERM) principles. Knowledge of managerial competencies required: Business Acumen. Customer Management. Innovative Continuous Improvement. Decision Making. Problem Solving. Skills required: Communications skill. Computer literacy. Interpersonal skills. Analytical, Report writing, Leadership, Strategic, Planning, and Organisation. Attributes required: Be able to work under pressure. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented. Nyukela Pre-entry certificate must be submitted prior to appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Oversee the development and management of the implementation of risk management strategies: Manage the development of risk management control and systems. Manage the analysis of data to detect non-compliance with departmental policies and regulations. Report to management, audit results and recommend changes in operational and financial activities. Manage the monitoring and evaluation of the implementation of risk assessment responses strategies. Continually monitor and evaluate existing framework, risk plan, contingency plans strategies and procedure manuals and identify risk. Monitor the implementation of action of plan to ensure risk mitigation efforts are proceeding as required. Consolidate and compile report on compliance with risk regulatory requirements. Provide strategic risk reports to HOD, Executive Management and Audit Committee. Influence executive decision-making on risk exposure. Manage and facilitate the capacity building on departmental staff on risk management: Provide strategic advisory services to Executive Management on risk and compliance matters. Manage the identification of the of training needs for risk management. Oversee the development of the departmental risk competence, evaluation mechanisms, methodologies and awareness programmes across the department. Provide advice on ad hoc risk matters. Monitor and evaluate the adequacy internal control framework in addressing risk mitigation within the department. Manage the adequacy implementation of actions plans in areas highlighted in audit report within the departmental business units. Facilitate the appointment of risk management committee members. Manage the development of Organisational risk, policies, procedures, strategies, risk plans and framework: Ensure integration of risk management into strategic planning, budgeting and performance management processes. Develop and review risk management framework, risk plan, strategy and procedure manuals. Oversee the implementation and maintenance of risk management framework, strategies, procedure manuals and business continuity plan strategies. Oversee the identification and analysis of potential deficiencies and risks within the department. Monitor, evaluate and report on the effectiveness and efficiency of the risk management framework and best practices. Continually improve/review risk management framework, strategy, procedure manuals and business continuity plan. Ensure the implementation of the recommendations of enhancement improvement plan/action plans. Ensure compliance with provincial risk management framework. Coordinate the development and monitoring of implementation of |

Business Continuity plan: Ensure the business impact analysis reports for the individual business units are revised. Revise the business continuity plans as and when the need arises. Develop a business continuity strategy. Establish a business continuity steering committee. Work closely with Occupational Health and Safety unit to ensure that an emergency plan is in developed and implemented. Manage the management of data protection and POPIA compliance risks. Manage the oversight of ICT systems and digital service continuity risks. Manage enterprise-wide digital transformation risks across GPG. Table risk and audit reports to all Executive management and Oversight committees. Provide executive-level assurance on audit findings. Advise on governance and performance implications. Oversee implementation of internal and external audit recommendations: Engage with internal and external auditors. Participate in audit steering committees both internal and external in consultation with stakeholders. Monitor implementation of the action plans to address audit findings for both internal and external. Provide assurance to internal and external auditors on the implementation of action plans. Provide Extended Senior Management Team (ESMT), Executive Management Team (EMT), Risk Management Committee (RMC) and Audit Committee (AC) with feedback on target dates not met and implications for department. Manage the provision of Strategic Governance and Advisory: Advise HOD and Executive Management on enterprise risk exposure. Engage with oversight bodies (AGSA, OTP, GAS, Treasury and Provincial Audit Committee). Provide input into strategic decision-making. Manage resources (human, financial): Build and lead a high-performing team by providing guidance, mentorship, and professional development opportunities. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives. Foster a collaborative and inclusive work environment that encourages teamwork and continuous learning. Manage all resources, including budget, in terms of the PFMA. Manage and promote the maintenance of discipline within the directorate. Manage leave in the business unit.

**ENQUIRIES** : Ms. Portia Makotwane at 066 297 1488

#### **DEPARTMENT OF ENVIRONMENT**

***Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular designated groups (coloured's, Indians, whites and persons with disability.)***

**APPLICATIONS** : To apply for the below positions, please submit your application online at <http://professionaljobcentre.gpg.gov.za> or send an email @ [GDENVrecruitment@gauteng.gov.za](mailto:GDENVrecruitment@gauteng.gov.za)

**CLOSING DATE** : 18 September 2026

**NOTES** : 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](http://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 initialed 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. 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. Attention: Ms. Iris Thanjekwayo; Tel: 072 788 2364 - Recruitment

#### OTHER POSTS

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| <b><u>POST 32/204</u></b>  | : | <b><u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/056311</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus an undergraduate qualification (NQF level 7) in Risk Management or related field as recognised by SAQA. A minimum of 5 years of experience of which 3 years must be at supervisory level (ASD). A valid driver's license. Competencies: Public Service Act and Regulations and relevant legislation. Knowledge of anti-corruption initiatives and Professional Ethics Infrastructure. Knowledge of ethics auditing and ethics legal frameworks. Skills: Computer literacy, problem solving and analysis, planning and organizing, report writing, communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Manage, implement, review and improve the risk management framework. Undertake studies and analysis to identify risks to establish the internal and external organization context. Manage, facilitate and advise on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalization risk management. Ensure that risk management philosophy and culture is embedded in the organization. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management. Maintenance of discipline. Deputy Director Risk Management. Management of performance and Development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocating work Quality control of work delivered by employees. Functional technical advice and guidance. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Iris Thanjekwayo; Tel: 072 788 2364                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**POST 32/205** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056307**

**SALARY** : R487 197 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Matric plus Bachelor's Degree in Financial Management / Accounting / Public finance/Cost and Management Accounting (NQF level 7) as recognised by SAQA. 3 years relevant supervisory experience. A valid driver's license. Competencies: Knowledge of Departmental policies and procedures, Reporting procedures and Government Priorities. Skills: Planning and Organizing, Report writing, Negotiation and Decision making. Exposure and training in Financial Accounting will be an added advantage.

**DUTIES** : To Ensure adherence to PFMA, Treasury Regulations, Financial Manual and relevant Departmental Policies and Procedures as well as the implementation thereof; Prepare Monthly, Interim and Annual Financial Statement timely; Attend Meetings and Conferences with Supervisor; Determine and develop training needs to Subordinates; Control Subordinates Performance reports and perform personnel performance functions; Assist with the implementation of recommended solutions regarding the Departmental Systems and processes to improve Departmental efficiency; Assist with the compilation of section 40, Monthly Compliance Reports to Treasury as well as Reports requested by Management; Ensure that confirmation Letters are received and provided from/by the Department/s and ensure that all Inter-Departmental Receivables and Payables are cleared monthly; Provide administrative support and best accounting practices to subordinates and business units and to all Responsibility and Line Managers on all aspects of functional areas; Writing of correspondence within and outside the Department, and to be assigned by a Higher-Level Manager and ensure excellent verbal communication skills; Ensure the continuous development of quality improvement of Sub-Ordinates; Liaise on administration matters with other Departments, the Public and Service Providers; Attend to internal and external Audit matters; clearing the suspense and interdepartmental account; hold weekly meetings with Sub-Ordinates and provide feedback report to the Deputy Director; hold monthly meetings with the Deputy Director; Supervise Sub-Ordinates and their duties. Timely payment of Suppliers of goods and services (100% of Service Providers payments finalized each month over the 12-month financial period); Authorise the payment of transfers and subsidies processed on the accounting system. Supervise employees to ensure an effective financial accounting service. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage performance, conduct and discipline of supervisees.

**ENQUIRIES** : Ms. Iris Thanjekwayo at 072 788 2364

**POST 32/206** : **STATE ACCOUNTANT REF NO: REFS/056308**

**SALARY** : R338 106 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Grade 12 plus National Diploma (NQF level 6)/ Degree (NQF level 7) in Finance/Cost and Management Accounting / B Comm Accounting or equivalent qualification as recognized by SAQA. 1-2 years appropriate/relevant years of experience in financial administration and auditing environment. A valid driver's license. Competencies: knowledge of GPG and Departmental policies and procedures, Public Service Regulatory Framework, reporting procedures, Division of Revenue Act, PFMA, Treasury Regulations, BAS, SAP and other information management systems. Public service budget process and Customer service. Skills: Verbal communication, written communication, Interpersonal skills, technical skills.

**DUTIES** : To facilitate the provision of management accounting services. Collate financial supporting information for planning purposes, prepare and capture budget information, populate standard/routine reporting documents, Collate the necessary financial supporting documents required for the strategic and annual performance planning process, Collate the relevant financial information required in the evaluation and development of business and project plans. Prepare necessary information required for the completion of the Medium-Term Expenditure Framework (MTEF) budgeting process and populate templates, provided by the treasury, Prepare the necessary information required for the

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|                            |   | <p>compilation of the Estimates of Provincial Expenditure in compliance with Provincial Treasury guidelines. Consolidate inputs and balance the monthly cash flow and adjusted cash flow to the estimates of expenditure/adjusted estimates of expenditure, Record the adjustments on the accounting system, Capture the approved rollovers on the accounting system, Compile monthly and quarterly performance reports timeously and accurately, Review monthly transactions per program from BAS, update expenditure reports with commitments, Compile performance reports for stakeholders monthly, Collate and capture management accounting information on monthly reporting templates, Compile the standardized in year monitoring report for the department, based on templates received from various components</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Sophia Letsoalo; Tel No: (011) 240 3095                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 32/207</u></b>  | : | <b><u>PERSONNEL PRACTITIONER REF NO: REFS/056310 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R338 106 per annum, (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Matric plus National Diploma (NQF Level 6) or Degree (NQF Level 7) in Human Resource Management/Industrial Psychology/Public Administration or relevant qualification as recognized by SAQA. 1-2 years of experience in Human Resource Management. A valid driver's license. Competencies: Knowledge of Resources Systems (PERSAL/SAP), Public Service Regulations, Public Services Act, Employment Equity Act, White Paper on Transformation and Batho Pele, Basic Condition of Employment Act (BCEA), Labour Relation Act, Public Financial Management Act, Promotion of Access to Information Act (PAIA). Skills: Communication (Verbal and written), computer literacy (Excel, Word, PowerPoint etc.), Innovation/Creative, Presentation, Responsiveness, Report writing, Time Management, Organizing and Planning, Financial management, Policy analysis, Problem solving.                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Prepare draft adverts, advertise vacant and funded posts as and when vacated. Draft memos for recruitment process, offer letters and regret letters. Administer the Shortlisting and interview processes. Prepare mandates for appointments, promotions, transfers and terminations. Conduct suitability checks. Compile mandates for the process of employee benefits. Coordinate payment of long service. Facilitate the process of resettlement. Coordinate logistical arrangements for long service awards. Coordinate HR awareness campaigns. Assist lower level employees with capturing of leave on SAP, Verification of Leave interfaced on PERSAL, Auditing of Leave. Appoint new officials on SAP and termination of exit employees. Prepare PILIR applications for submitting to the Health Risk Manager. Coordinate the completion of termination documents, Compile mandates and submit to e-gov for implementation. Facilitate exit interviews. Facilitate the completion of exit and benefit forms. Submit pension documents to Government Employee Pension Fund. Maintain records and statistics on HR, provide monthly report. Provide the information required for compilation of annual reports, quarterly reports, HR plan. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Iris Thanjekwayo at 072 788 2364                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## DEPARTMENT OF HEALTH

### OTHER POST

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| <b><u>POST 32/208</u></b>  | : | <b><u>HEAD OF CLINICAL UNIT: PSYCHIATRIST REF NO: SDHS 2026/08/03 – 02 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | Grade 1: R2 168 145 per annum, (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Sedibeng District Health Services – Mental Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Master of Medicine (MMed) Degree in Psychiatry or Qualification as a psychiatrist with the Colleges of Medicine (FC Psych); Current registration with the HPCSA. Minimum of 3 years of experience as a psychiatrist post registration as a psychiatrist. It would be an advantage to have clinical experience in community mental health services, the ability to perform research (qualitative and quantitative); and managerial experience. Knowledge of relevant legislation, policies and guidelines, leadership qualities, the ability to work independently and in a team, computer literacy (MS Word, Excel and PowerPoint), and a driver's license are necessary attributes. |

**DUTIES**

: Work with the Sedibeng District Mental Health Team to monitor and evaluate the mental health needs of and services for the district population. Based on the findings, develop an operational plan towards improvement in mental health coverage, process of mental health care and outcomes of care. Work with the district management to implement the operational plan. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Promote collaboration between primary health care services, community psychiatry, and therapeutic services, and the non-health sector including governmental and non-governmental organisations, towards person-centered mental health care. Ensure that quality mental health services are provided according to ethical principles, professional standards, and national guidelines, including referral procedures and coordination with all stakeholders. Oversee training of primary care practitioners and community psychiatric staff as well as educational and mental health literacy outreach to the non-health sector and public, including suicide and substance use disorder prevention strategies. As a joint appointee with the Department of Psychiatry at the University of the Witwatersrand, participate in teaching, examining, registrar assessments and research according to the academic program. Maintain academic standards in the district-based in-service training and use research findings to inform situation analyses and improve services.

**ENQUIRIES**

: Dr. M. Thoka at 071 904 4124

**APPLICATIONS**

: Address: Ms M.L. November – Deputy Director SDHS: Email: [Mamorwesi.November@gauteng.gov.za](mailto:Mamorwesi.November@gauteng.gov.za) Sedibeng District Health Services, Cnr. Pasteur Blvd & Frikie Meyer, Vanderbijlpark.

**NOTE**

: 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) 108 must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**CLOSING DATE**

: 18 September 2026

**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) 355-7175/7521. Only online applications will be considered.

**CLOSING DATE**

: 18 September 2026

**NOTE**

: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in

disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

#### OTHER POSTS

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| <b><u>POST 32/209</u></b>  | : | <b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (RISK &amp; PERFORMANCE MANAGEMENT) REF NO: REFS/056445</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                            |   | Branch: Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Supply Chain Management / Internal Audit / Financial Management / Cost Accounting Management / Purchasing Management / Public Management. 3-5 years' experience at Assistant Director level (Junior Management) within Supply Chain Management. A valid Driver's License. Knowledge and skills. DPSA policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA and BBBEE 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 SCM Framework and Risk Management. Service Delivery and innovation, Business performance management, Stakeholder relationship Management and Financial analytical skills. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organising, 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. Must be service delivery orientated. |
| <b><u>DUTIES</u></b>       | : | Develop, implement and maintain risk and performance management policies, standard operating procedures and ethical framework. Oversee the development, implementation and monitoring of risk management strategies. Ensure compliance with statutory regulations such as PFMA/Treasury regulations, B-BBEE Act) and performance assessment of the SCM value chain. Review supply chain management policies yearly and align new legislation and National/Provincial treasury regulations. Act as a focal point for internal and external audit requirements. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessment of the SCM function. Manage the safeguarding of SCM information. Monitor and evaluate compliance with BBBEE, SMME, and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

reporting. Ensure that the performance meets the requirements as specified and design a monitoring system to be used for all contracts which were developed to regulate relationships during the life of the project. Prepare BBEE expenditure reports monthly and advise on achievements of provincial targets. Provide the leadership to the component, manage performance and development of the subordinates and develop and manage the operational plan of the sub-directorate and report progress as required. Compile and submit all required administrative reports. Procurement and Asset management for the Sub directorate. Determine and analyse training and development needs for SCM staff. Address poor performance of any team member through the formal performance management process. Undertake Human Resource and other related administrative functions, establish, implement, maintain the efficient and effective communication arrangements and develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports. and serve on transversal task teams as required.

- 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.

#### **OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted only online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 22 September 2026
- NOTE** : Applicants must submit a fully completed and signed new Z83 Form; a comprehensive Curriculum Vitae (CV); and the relevant reference number quoted on the application. Applications submitted by email, fax, post or hand delivery will not be accepted. Failure to submit all the required documents will result in the application not being considered. Only shortlisted candidates will be required to submit certified copies of qualifications, identity documents and other supporting documents on or before the interview date, as directed by Human Resources. Applicants with foreign qualifications must submit a SAQA evaluation certificate if shortlisted. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. Attend a DPSA-prescribed SMS Competency Assessment if recommended by the Selection Committee following the interview process. Appointment to an SMS post is subject to successful completion of the Nyukela Pre-Entry Programme (Certificate for Entry into the SMS) offered by the National School of Government (NSG). The successful candidate must provide proof of registration and successful completion of the programme prior to appointment. The cost of the programme is for the applicant's own account. For further information visit: [www.thensg.gov.za/training](http://www.thensg.gov.za/training). The successful candidate will be required to sign a Performance Agreement within three (3) months of assuming duty, disclose their financial interests in accordance with applicable regulations. Undergo personnel suitability checks, including criminal record, citizenship, credit, qualification and employment verification. The Gauteng Office of the Premier is committed to the principles of Employment Equity and fair representation. In line with the Department's Employment Equity Plan, preference will be given to suitably qualified candidates from designated groups. Particular consideration will be given to African females, Coloured males, Indian males, Indian females, White males, White females, and persons with disabilities, in order to promote equitable representation within the Department. By applying, applicants consent to the processing of their personal information in accordance with the Protection of Personal Information Act (POPIA). If you have not been contacted within three (3) months of the closing date, please consider your application unsuccessful. The Gauteng Office of the Premier reserves the right not to fill, withdraw or cancel the advertised post at any stage of the recruitment process. The Gauteng

Office of the Premier thanks all applicants for their interest. No late applications will be considered.

# **MANAGEMENT ECHELON**

**POST 32/210** : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL COMMUNICATION SERVICES REF NO: REFS/056333**

**SALARY** : R1 885 710 - R2 124 237 per annum, (all-inclusive remuneration package).  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF level 8 qualification in Communications, Public Relations, Media Studies, Public Administration or Journalism related field. An NQF Level 9 qualification (Master's degree) in the related field will be an added advantage. 8 years of experience at a senior managerial level with a strong background in Strategic communication management, Media relations, public participation and stakeholder engagement, Marketing and Branding, Reputation management, Government communication system, Communication, Public Relations and Media. Key Competencies Ability to provide strategic direction and leadership for provincial communication programmes. Capacity to align communication strategies with government priorities and service delivery objectives. Decision-making and problem-solving at executive level. Communication and Media Management. Development and implementation of integrated communication strategies. Media liaison and relationship management. Crisis communication and reputation management. Management of internal and external communication platforms. Stakeholder and Public Participation Management. Building and maintaining relationships with government departments, media, communities, civil society, and other stakeholders. Managing public engagement and citizen participation programmes. Facilitating intergovernmental communication and collaboration. Policy Development and Governance. Knowledge of government communication policies, legislation, and regulatory frameworks. Ability to develop, implement, and monitor communication policies and strategies. Ensuring compliance with Public Service and Government Communication and Information System (GCIS) requirements. Financial and Resource Management.

**DUTIES** : A successful candidate will be required to perform the following duties: Provide strategic direction for Provincial Communication Services in alignment with provincial priorities. Lead the development and implementation of the Provincial Communication Policy Strategy. Monitor governance, accountability, and compliance with all relevant legislation and regulatory frameworks. Manage the coordination of communication across provincial departments and entities to ensure coherence and consistency. Align communication plans with Executive Council (EXCO), Cabinet Lekgotla and provincial programme priorities. Serve as provincial spokesperson when delegated. Lead the development and implementation of provincial communication frameworks aligned to government priorities. Manage communication activities across provincial departments to ensure uniformity, coherence and strategic alignment. Provide strategic direction in the development and implementation of an integrated provincial branding and marketing strategy aligned to government priorities. Oversee the performance, governance and integration of the Chief Directorates within the branch. Monitor effective communication planning, reporting and strategic advisory support to the Premier, DG and Executive. Provide strategic direction on provincial public relations activities and ensure consistent public messaging. Oversee media liaison services, including media enquiries, media statements, press briefing, crisis communication and social media. Provide strategic direction for the implementation and institutionalisation of the Ntirhisano Programme across all spheres of government. Oversee the coordination and integration of service delivery war rooms and outreach platforms to improve responsiveness to community needs. Manage the establishment and maintenance of effective feedback and communication mechanisms between government and communities. Manage the branch budget in compliance with PFMA and ensure efficient resource utilisation. Oversee governance, risk management and internal controls within the branch.

**ENQUIRIES** : Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 32/211** : **CHIEF DIRECTOR: PROVINCIAL FORENSIC AUDITS REF NO: REFS/056392**

**SALARY** : R1 554 696 - R1 831 350 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF Level 7 qualification in the disciplines of Law (BA Law; B juris, BCom Law; BProc LLB) or Accounting, Finance, Forensic Auditing. An NQF Level 8 qualification in the related field will be an added advantage. 5 years of experience at a senior managerial level and Seven (7) or more years of experience in the Forensic investigations or law enforcement specialising in commercial crimes. Certified Fraud Examiner (CFE) qualification will be an added advantage. Good problem-solving, decision-making skills, computer literacy, communication skills, report writing skills, good inter-personal relations skills, planning, organising, analytical skills and project planning skills. Key Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development. Demonstrable experience in forensic investigations and reporting. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours. Strategically engage with Auditors and provide appropriate and timely responses to audit queries.

**DUTIES** : Provide effective management and oversight into the implementation of fraud prevention in the GPG departments. Manage and oversee the implementation of all the forensic investigations and Provincial forensic investigation procurement in the GPG departments and entities. Review, manage, and provide oversight on the implementation of the Provincial Forensic Investigation Methodology and Standard Operating Procedures. Manage, review and maintain the Anti-Corruption strategy for all GPG departments. Provide leadership on the administration of NACH (National Anti-Corruption Hotlines) for all GPG departments. Develop written protocols and guidelines on forensic investigation methodology and ensure adherence of such guidelines and investigation reporting timelines. Review investigation reports and related documentation and provide assurance that the investigations conducted meet the required standards. Ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Manage and provide comprehensive ICT analytical abilities in GPG database. Ensure development of work plans and the establishment of priorities for the Provincial Forensic Audit function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Provide reports periodically in terms of the operational requirements in the department and including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit. Manage the human and financial resource of the Chief Directorate.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 32/212** : **CHIEF DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT REF NO: REFS/056329**

**SALARY** : R1 554 696 – R1 831 350 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF level 7 qualification in Public Administration, Public Management, Public Policy, Corporate Governance, or related field. A postgraduate

qualification (NQF Level 8) in the related field will be an added advantage. 5 years of experience at a senior managerial level. Extensive experience in Secretariat and governance support services, Executive support to the Gauteng Executive Council, Heads of Departments and executive decision-making structures, administrative management and coordination of governance processes. Key Competencies: The successful candidate must demonstrate strategic leadership, governance and secretariat management, stakeholder and intergovernmental relations, policy development, programme coordination, and financial and people management capabilities. Extensive knowledge of the RSA Constitution of 1996, Public Service Act and Regulations, PFMA, PAIA, POPIA, PAJA, National Archives and Records Service Act, and other relevant governance frameworks. A sound understanding of the Gauteng Provincial Government environment, departmental mandates, business processes, strategic priorities, and governance structures is essential. Strong analytical, communication, report-writing, negotiation, decision-making, monitoring and evaluation, and compliance management skills are required.

**DUTIES** : Provide strategic leadership and oversight of Executive Council governance, administrative and secretariat support services to ensure the effective functioning of the Executive Council, Heads of Department forums and related governance structures. Coordinate and manage the Executive Council Programme, including the planning and administration of Executive Council meetings, Sub- Committees, the Premier's Coordinating Forum, Head of Department Forum, Makgotla and other intergovernmental structures. Oversee the content design preparation, quality assurance, management and distribution of agendas, cabinet submissions, resolutions, minutes and related governance documentation, ensure compliance with legislative, policy and information security requirements. Manage the implementation and continuous improvement of the e-Cabinet system, EXCO records management processes and decision-tracking mechanisms to support accountability and monitoring of Executive Council resolutions. Provide integrated administrative, logistical, protocol and executive support services for high-level governance forums and meetings. Facilitate collaboration and stakeholder engagement across provincial, local and national government spheres to strengthen policy coordination and service delivery. Oversee the monitoring and reporting of the implementation of Executive Council decisions and programmes. Effectively manage financial, human, assets, information and operational resources of the Chief Directorate to promote excellent service delivery.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 32/213** : **CHIEF DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/056352**

**SALARY** : R1 554 696 - R1 831 350.per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF level 7 qualification in Public Administration, Public Management, Social Sciences, Human Resource Management, Development Studies and any related fields. An NQF level 8 qualification in the related fields would be an added advantage. 5 years of experience at a senior managerial level in organisational transformation programmes, employment equity, diversity management, organisational culture change, gender and disability mainstreaming, and broader transformation matters. Key Competencies: Demonstrable strategic capability and leadership, with proven experience in programme and project management, organisational transformation, organisational development, and change management. Strong policy development, analysis and implementation skills, as well as the ability to build and maintain effective stakeholder relationships and manage intergovernmental relations. Sound research, monitoring and evaluation capabilities, coupled with financial management and governance expertise. Exceptional people management and empowerment skills, strong problem-solving and analytical abilities, and excellent communication, report-writing and presentation skills are essential for success in this role.

**DUTIES** : Provide strategic leadership and oversight for the development, implementation and monitoring of transformation programmes aimed at advancing gender equality, women's empowerment, youth development, disability inclusion and management, the rights of older persons, the LGBTQIA+ community and military veterans. Drive the mainstreaming of

transformation priorities across Gauteng Provincial Government's provincial plans, policies, programmes, budgets and service delivery initiatives. Lead research, policy development, advocacy and public awareness programmes, including awareness campaigns and commemorative days and month celebrations, to promote social inclusion, human rights and equitable access to opportunities. Foster and strengthen intergovernmental relations, stakeholder collaboration and strategic partnerships to advance provincial transformation objectives. Oversee the institutionalisation of systems, frameworks and governance mechanisms that support transformation and inclusion, and ensure the effective implementation, monitoring and evaluation of provincial priorities, including the Provincial Gender-Based Violence Action Plan and other initiatives supporting vulnerable and designated groups. Manage the human, financial and operational resources of the Chief Directorate to ensure effective governance, compliance, performance management and the achievement of strategic objectives.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 32/214** : **DIRECTOR: LEADER OF GOVERNMENT BUSINESS AND GOVERNANCE & PLANNING REF NO: REFS/056331**

**SALARY** : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF level 7 qualification in Social Sciences. An Honours Degree in Social Sciences or LLB Degree would be an added advantage. 5 years of experience at a middle/senior managerial level. Extensive experience in Governance and administration. Strategic planning and performance management. Government coordination and stakeholder relations. Policy development and implementation. Monitoring and evaluation. Executive support and parliamentary/legislative liaison processes. Key Competencies: Strategic leadership and management; governance and compliance management; strategic planning, monitoring and performance management; policy analysis and development; stakeholder and intergovernmental relations management; project and programme management; financial and resource management; excellent communication and report-writing skills; problem-solving and decision-making; and people management and empowerment.

**DUTIES** : Provide strategic and technical support to the Leader of Government Business (LGB) in coordinating government business in the Gauteng Provincial Legislature and Gauteng Provincial Government (GPG). Provide support to National Council of Provinces (NCOP). Advise the Executive Council and LGB on legislative, governance, policy, and parliamentary matters. Coordinate, monitor, and manage the implications of Legislature questions, resolutions, petitions to the GPG, ensuring effective feedback and accountability mechanisms. Conduct policy analysis and research on Executive Council memoranda and provide strategic advice on matters tabled before Executive Council. Synthesize and track Executive Council decisions and resolutions, for the Governance and Planning sub-committee on Executive Council -related matters through policy guidance, environmental scanning, and coordination of strategic interventions. Manage the development, implementation, monitoring, and reporting of the Governance and Planning sub-committee Programme. Facilitate collaboration among departments and ensure alignment with provincial priorities, government policies, and Executive Council decisions. Track action plans and monitor the implementation of Executive Council programmes and decisions across departments. Lead and manage the Directorate, including human resources, financial resources, performance management, and achievement of operational targets.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 32/215** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: REFS/056330**

**SALARY** : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An NQF Level 7 qualification in International Relations, Political Science, Public Administration/ Management, Development Studies, Law, Economics or related field. A post graduate Degree in the related fields would be an added advantage. 5 years of experience at a middle/senior managerial level. Extensive experience in international relations and para-diplomacy, Intergovernmental and stakeholder relations, Strategic planning and policy

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                            |   | development. Programme and project management. Managing international partnerships, protocols, and cooperation agreements. Engagement with government departments, diplomatic missions, and international organisations. Key Competencies: The incumbent should demonstrate strategic leadership and directorate management capabilities, including the ability to conceptualise, develop and implement international relations strategies, manage programmes and projects, lead and empower provincial departments in the international relations field, and ensure effective financial and resource management. Strong stakeholder management, diplomacy communication, and negotiation skills to build and maintain partnerships with government institutions, diplomatic missions, and international organizations. Ability to undertake policy development and analysis, provide strategic advice, conduct research, manage change, and make sound decisions based on evidence and analysis. Excellent communication, problem-solving, and knowledge management skills are essential to support effective coordination, reporting, and the achievement of organisational and government priorities.                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Conceptualise, Develop, implement and monitor the Gauteng Provincial Government (GPG) 5-Year International Relations Framework and Strategy. Coordinate and oversee the implementation of the annual International Relations Programme and monitor progress against strategic objectives. Conduct research, policy analysis and provide strategic advice on regional, continental and global issues to support provincial priorities and the Medium-Term Development Plan. Monitor and evaluate the effectiveness of international relations initiatives, partnerships and bilateral engagements, ensuring implementation of agreed commitments and reporting on outcomes. Coordinate and facilitate international relations engagements, agreements and cooperation programmes in collaboration with the Department of International Relations and Cooperation (DIRCO) and GPG departments. Promote and integrate diplomatic principles, including commercial, public, cultural and bilateral diplomacy, across government engagements and programmes. Lead intergovernmental and stakeholder coordination on international relations matters and provide strategic support to decision-making structures. Manage the financial, human and operational resources of the Directorate, including budgeting, performance management, governance and compliance responsibilities. |
| <b><u>ENQUIRES</u></b>     | : | Ms Sylvia Mtshali Tel No: (011) 355 6280                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 32/216</u></b>  | : | <b><u>DIRECTOR: ORGANISATIONAL RISK AND INTEGRITY MANAGEMENT</u></b><br><b><u>REF NO: REFS/056360</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Risk Management, Auditing, or Accounting, Forensic Governance, and Forensic Accounting. 5 years of experience at a middle/senior managerial level in Risk Management, auditing, accounting, Internal control, internal audit, anti-corruption, compliance, and Forensic Accounting. Good verbal and written communication skills. Key Competencies: Strategic capability and leadership; programme and project management; advanced knowledge of enterprise risk management, integrity management, ethics, fraud prevention and anti-corruption frameworks; policy development, analysis and implementation; governance, compliance and internal control systems; monitoring and evaluation; research and analytical skills; financial management; people management and empowerment; stakeholder engagement and relationship management; and problem-solving skills. Sound knowledge of the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, Risk Management Frameworks and other relevant legislation. Excellent communication, report-writing, presentation, decision-making and strategic planning skills. Understanding of Gauteng Office of the Premier's mandate.                                                             |
| <b><u>DUTIES</u></b>       | : | Manage and facilitate the provision of internal control and compliance management including ensuring that the department receives clean audit outcomes. Manage and facilitate the development of anti- corruption, risk, and business Continuity Management and Integrity Management policies, strategies, and frameworks. Manage and facilitate the development and implementation of anti- corruption, risk management, and ethics management plans. Manage and facilitate the institutionalisation of prevention and anti-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

corruption strategies and programs, and promotion of ethics and professionalisation in the organization. Report on risk, anti-corruption, ethics management, and business continuity management practices to the Audit Committee, Top Management, Accounting Officer, Risk Management, and the combined Assurance Committee, and provide support to RMC. Oversee the implementation of AGSA and GAS audit action process in the department. Monitor compliance with policies, processes, and procedures. Manage and facilitate continuous risk, ethics assessment, business impact analysis, including risk identification and develop risk response strategies. Provide Ethics Management Strategy and Implementation Plan in line with the provincial and national Integrity Management Plans. Manage the disclosure of financial interest by designated employees and applications for remuneration outside of the employee's employment. Conceptualize and oversee the development of Risk and ethics Management strategies and implementation. Ensure submission of audit reports, risk information, and compliance updates to the Committees. Provide administrative, technical, and governance support services to the Risk Management and Audit Committee. Manage the Directorate's budget in compliance with the PFMA and ensure efficient resource utilisation. Oversee governance, risk management and internal controls within the department. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

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| <b><u>ENQUIRES</u></b>     | : | Ms Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 32/217</u></b>  | : | <b><u>DIRECTOR: KNOWLEDGE AND DATA ANALYTICS REF NO: REFS/056327</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Knowledge Management, Data Science or Information Technology. 5 years of experience at a middle/senior managerial level in Performance Monitoring, Evaluation and Data Systems environment. A Strong strategic capability and leadership skills. Excellent knowledge of Monitoring and Evaluation systems, Strategic planning and reporting, Performance information management, Data analysis and interpretation, Research and impact assessment, development and management of databases, policy analysis Government planning frameworks and compliance Reporting. Key Competencies: Advanced knowledge of data governance, data quality management, database administration, performance information systems, data analysis, and reporting. Ability to collect, verify, analyse, interpret, and present data to support evidence-based decision-making, strategic planning, and performance monitoring. Sound understanding of knowledge management principles, including the creation, capture, storage, sharing, and utilisation of organisational knowledge, lessons learnt, and best practices to promote institutional learning, innovation, and continuous improvement. Ability to develop and maintain systems that ensure information accessibility, data integrity, compliance, and informed decision-making across the organisation.                                                                                             |
| <b><u>DUTIES</u></b>       | : | Manage and coordinate systems and interventions to professionalise, institutionalise and enhance provincial Performance Management and Evaluation (PME) capabilities Knowledge Management. Conduct environmental analysis for Knowledge Management Implementation. Establish knowledge management framework. Develop Knowledge Management strategy, policies, assessment procedures, implementation plan and roadmap. Analyse and monitor data and information in the PME systems - Data Management & Business Intelligence. Developing and maintaining databases, and data systems, reorganising data in a readable format to support evidence-based decision making in Gauteng Provincial Government (GPG). Perform statistical data analysis, developing reports and visual representations to assess the quality of data. Provide strategic support for the development and implementation of ICT standards, policies, systems, and protocols that enhance performance monitoring, evaluation, data management, and reporting. Oversee the automation of key processes within the performance monitoring and evaluation functions. Provide technical expertise in data storage structures, data mining, and data cleansing. Implement policies related to dissemination and utilisation of data stored in the performance monitoring and evaluations systems. Coordinate and liaise with relevant stakeholders to support fulfilment of the roles of the branch at large. |

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|                            |   | Manage the implementation and utilisation of PME systems Knowledge Centre. Subscribe and manage subscriptions of GPG. Develop a knowledge Centre accessible to all GPG officials. Manage articles produced by GPG employees for publishing to journals. Manage and coordinate automation of PME systems. Manage the Directorate's human and financial resources.<br>Ms Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRES</u></b>     | : |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 32/218</u></b>  | : | <b><u>DIRECTOR: SECURITY MANAGEMENT SERVICES &amp; WORK ENVIRONMENT MANAGEMENT REF NO: REFS/056332</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Security Management / Risk and Safety Management or related field. 5 years of experience at a middle/senior managerial level in the field of Physical Security, Administration, Technical Support, Minimum Information Security Standards (MISS), Communication and Security Investigations. Good Project, Financial and Human Resources Management skills. Planning and organising skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Key Competencies: Demonstrable strategic leadership in security, risk, and workplace environment management, strong governance, policy implementation, and compliance monitoring capabilities. Effective stakeholder engagement; project and change management expertise, strong analytical, problem-solving, communication, and report-writing skills; and comprehensive knowledge of relevant public sector legislation, the Occupational Health and Safety Act, Minimum Information Security Standards (MISS), security prescripts, and related compliance frameworks. Ability to work under pressure and willingness to work long hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Provide strategic Information Security guidance to the Office of the Premier (OOP). Ensure compliance to Information security measures on Personnel, document and communication security. Co-ordinate and implement security awareness, appraisals and audits. Facilitate and implement Technical Surveillance Counter Measures to the Office of the Premier's Executive Members and identified personnel. Manage comprehensive security administrative support. Develop and implement security administration systems. Manage Occupational Health and Safety in line with national policies. Manage and coordinate internal vetting process. Manage contingency, Business Disaster and Recovery plans in response to emergencies. Evaluate, advise, monitor and facilitate the implementation of technical security measures and counter measures. Conduct investigations, research, development, management, monitoring and evaluation of IDT security solutions. Co-ordinate needs assessments and the procurement of technical security assets. Manage risk and threat management system for Office of the Premier. Manage and monitor adherence and compliance to physical security policy, measure and standards. Render physical security services in line with the Minimum Physical Security Standards (MPSS), MISS, and other legal prescripts. Conduct risk profiling to identified personnel and the Executives and provide strategic interventions. Ensure safety at internal events in compliance to SASREA Act. Develop, implement and monitor policies, procedures and compliance to the Firearms Control Act and Procedures for OOP. Manage the development of inputs to the directorate budget, demand plan and procurement of services and ensure adherence to the relevant legislation. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services. |
| <b><u>ENQUIRES</u></b>     | : | Ms Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 32/219</u></b>  | : | <b><u>DIRECTOR: CORPORATE COMMUNICATION SERVICES REF NO: REFS/056328</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807.per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An NQF Level 7 qualification in Communication, Public Relations, Marketing, Media Studies, Digital Communication, Visual Communication, Fine Arts or a related field. An NQF Level 8 qualification in the related fields will be an added advantage. 5 years of experience at a middle/senior managerial level, with proven managerial capability. Proven experience in leading integrated communication, digital, visual and multimedia communication services,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

including video, photography, graphic design and website/content management; managing multidisciplinary teams; and delivering high-impact campaigns in a complex environment. Key Competencies: The successful candidate must demonstrate strategic leadership; advanced communication, writing, editing, content development and technical capabilities; strong project, financial, performance and people management skills; and sound knowledge of integrated communication, media, marketing, digital communication and audience engagement practices. Knowledge of website governance, content management systems and SEO principles is essential. The candidate must also demonstrate excellent stakeholder management, negotiation and partnership-building skills; strong analytical, research, problem-solving and decision-making abilities; and the ability to communicate effectively with diverse stakeholders and segmented target audiences. Innovation, creativity, professionalism, integrity, service excellence and a results-driven approach are essential.

**DUTIES** :

Lead the development and implementation of integrated communication strategies, campaigns and programmes that support provincial priorities and service delivery objectives. Direct media buying, advertising and audience engagement initiatives to maximise communication reach, visibility and impact across multiple platforms. Oversee the governance, performance and continuous improvement of the Gauteng Provincial Government website, including content management, user experience, SEO, accessibility and development of sub-sites. Manage the production and distribution of high-quality print and digital publications, ensuring compliance with editorial, language, publishing and corporate identity standards. Provide strategic leadership for professional photography, videography and multimedia services that support the Executive Council, marketing, communication and public awareness initiatives. Drive internal communication strategies and programmes that strengthen employee engagement, organisational culture and awareness of government priorities. Develop and implement communication policies, governance frameworks, systems and standard operating procedures to improve efficiency, effectiveness, quality and consistency. Foster strategic partnerships with internal and external stakeholders, including executive leadership, communicators, media partners, agencies and service providers. Manage the Directorate's financial, human and operational resources in accordance with the PFMA, Public Service Regulations and other applicable frameworks.

**ENQUIRES** :

Ms Khanyisile Mafiri Tel No: (011) 355 6060

**POST 32/220** : **DIRECTOR: BRANDING AND MARKETING REF NO: REFS/056347**

**SALARY** : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)

**CENTRE** : Johannesburg

**REQUIREMENTS** :

An NQF level 7 qualification in Marketing / Branding / Graphic Design / Fine Arts / Communication / Public Relations. An NQF Level 8 qualification in the above discipline will be an added advantage. 5 years of experience at a middle/senior managerial level in branding and marketing/research- based brand strategy. Excellent verbal and written communication skills; interpersonal skills; ability to communicate effectively with the appropriate target audience; analytical and problem-solving skills; and strong leadership and people management skills. Key Competencies: Strategic capability and leadership; project and financial management, branding and corporate identity management, creative concept development; brand development, marketing strategy development and implementation, media and public relations management, stakeholder engagement and partnership management, digital marketing and communication, research, monitoring and evaluation, strong analytical, problem-solving, communication, presentation, negotiation and influencing skills. Demonstrable sound knowledge of branding, marketing and reputation management. Ability to lead teams, manage multiple projects, work under pressure, drive innovation, and build effective relationships with diverse stakeholders is essential. Demonstrable sound knowledge of strategic brand management, place branding, reputation management, brand governance, market positioning, audience insights and integrated marketing strategies.

**DUTIES** :

Manage the development, implementation and monitoring of branding and marketing strategies that position the Gauteng Provincial Government (GPG) and Brand Gauteng. Provide strategic branding and marketing advisory services to provincial departments, entities and stakeholders to ensure a

coherent, integrated approach to branding and positioning across government. Lead and manage the development and implementation of creative strategies for key campaigns for Gauteng Provincial Government programmes and Brand Gauteng. Provide strategic oversight of copywriting and messaging to promote programmes, services and priorities that enhance public awareness and access to services. Develop and implement campaigns to profile services, the programme of action, and the work of the Gauteng Provincial Government and Brand Gauteng. Provide leadership on developing brands and corporate identity. Manage and protect provincial brand assets, including logos, taglines, visual identity systems, and brand architecture for GPG and Brand Gauteng. Drive compliance with the Gauteng Provincial Government corporate identity manual and applicable branding frameworks by monitoring, evaluating, and supporting departments and entities. Manage the co-ordination of marketing Gauteng as a preferred destination for investment, tourism, sport, major events, and the creative industries. Facilitate stakeholder engagement, partnerships, and collaborative initiatives to promote Gauteng and enhance the province's reputation and visibility locally, nationally, and internationally. Monitor and evaluate branding and marketing programs, conduct research, analyse data, and provide insights and recommendations to the executive. Develop, implement and review policies, frameworks, standards, and systems to promote the Gauteng Provincial Government and Brand Gauteng. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

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| <b><u>ENQUIRES</u></b>     | : | Ms Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 32/221</u></b>  | : | <b><u>DIRECTOR: TRANSVERSAL EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: REFS/050366</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Social Work, Psychology, Industrial Psychology, Occupational Health and Safety or Behavioural Sciences or Medical/Health related field. 5 years of experience at a middle/senior managerial level in Employee Health and Wellness, Occupational Health and Safety, or a related environment. Key Competencies: Strategic leadership in Employee Health and Wellness, extensive knowledge of EHWP Strategic Frameworks and standards relating to Occupational Health and Productivity Management, Psychosocial Support and HIV,TB and STI health promotion strategies; policy development and governance; monitoring, evaluation and reporting; stakeholder and intergovernmental relations; research and analytical skills; programme and project management; financial and people management; knowledge management; service delivery innovation; problem-solving; and strong verbal and written communication skills. Ability to drive a coordinated, transversal Employee Health and Wellness Programme across the Gauteng Provincial Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Manage and lead Employee Health and Wellness Programme Strategy in the Gauteng Provincial Government (GPG). Align provincial programmes with national policies issued by the Department of Public Service and Administration (DPSA). Provide strategic direction on employee wellness occupational health and psychosocial support. Drive innovation and best practices in the workplace across provincial GPG departments. Integrate EHW priorities into broader provincial transformation and human capital strategies. Manage EHWP Service providers and contracts. Oversee the performance of the contracted service providers against the SLA's. Review service delivery and address gaps. Manage Wellness programmes by overseeing the initiatives such as Employee Assistance Programmes (HIV, TB, and STI Management, Health promotion, Mental Health Support, Substance Abuse Management, Financial Wellness and Occupational Health and Safety. Provide guidance on ethical and confidential management of employee wellness matters. Identify and mitigate risks impacting employee wellbeing and productivity. Monitor the implementation of wellness interventions. Facilitate collaboration with health and wellness institutions. Build and foster internal and external stakeholder partnerships with medical aid providers, academic institutions and wellness organisations. Represent the Programme at national and provincial forums. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services. |
| <b><u>ENQUIRES</u></b>     | : | Ms Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 32/222</u></b>  | : | <b><u>DIRECTOR: STRATEGIC HR PLANNING AND REPORTING REF NO: REFS/050364</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Human Resource Management, Human Resource Development, Industrial Psychology, Public Administration. 5 years of experience at a middle/senior managerial level in Human Resource Management environment. Extensive Knowledge and understanding of the Public Service Act., Public Service Regulations, relevant DPSA Prescripts and all the related legislation. Key Competencies: Proven strategic leadership and management capability, people management and empowerment, programme and project management, financial management, and change management. Demonstrable expertise in strategic human resource planning, workforce analytics, HR reporting, succession planning, monitoring and evaluation, and knowledge management. Strong analytical, problem-solving, stakeholder management, communication, governance, and policy development skills are essential to coordinate transversal HR planning initiatives across the Gauteng Provincial Government, provide evidence-based advice to executive management, ensure compliance with public service prescripts, and drive workforce optimisation and organisational performance improvement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Manage the development, review and communication of provincial and transversal Human Resource (HR) policies, strategies, frameworks and guidelines to ensure alignment with national and provincial prescripts. Oversee the monitoring and evaluation of compliance with HR policies, frameworks, strategies and procedures across Gauteng Provincial Government (GPG) departments, and provide strategic advice and interventions where gaps are identified. Manage the provision of strategic Human Resource Planning and Reporting services by assessing departmental HR Plans in line with DPSA requirements, providing feedback to departments, monitoring implementation, consolidating reports and coordinating submissions to the DPSA. Oversee the management of Human Resource Management Information Systems (HRMIS) and the analysis of workforce information, including vacancy rates, turnover rates, headcounts, employment equity, demographic trends and other HR indicators, to support evidence-based decision-making. Develop and coordinate HR interventions based on workforce analytics and provide strategic guidance and recommendations to Executives and departments on HR planning, workforce trends and human capital management matters. Provide strategic advice and support to departments on Human Resource Administration, Human Resource Development and Performance Management and Development Systems (PMDS) for employees at SMS and Levels 1–12. Monitor compliance with HR legislative and regulatory prescripts and provide consolidated quarterly and annual reports on HR management practices across the GPG. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services. |
| <b><u>ENQUIRES</u></b>     | : | sMs Khanyisile Mafiri Tel No: (011) 355 6060                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 32/223</u></b>  | : | <b><u>DIRECTOR: GPG PUBLIC LIAISON HOTLINE REF NO: REFS/056359</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Public Administration, Management, Social Sciences, Customer Relations Management, Communications, or related field. A postgraduate qualification in the related fields will be an added advantage. 5 years of experience at a middle/senior managerial level in customer service, complaints management, call centre operations, stakeholder engagement, public participation, case management systems, data analytics, intergovernmental relations or service delivery management. Key Competencies: Demonstrable strategic leadership and management capabilities, with sound knowledge of customer relationship management, public liaison services, complaints and query management, service delivery improvement, stakeholder engagement, and public service governance. Strong intergovernmental relations skills, with the ability to coordinate and collaborate across government spheres and stakeholders to enhance service delivery and citizen satisfaction. Strong analytical, communication, negotiation, problem-solving, project management, people management, financial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**DUTIES**

management, and report-writing skills are essential, together with a commitment to Batho Pele principles, accountability, innovation, and service excellence.

: Provide strategic leadership in the development and implementation of the Provincial Customer Interface and Public Liaison Hotline Strategy, including the establishment of governance frameworks, policies, Standard Operating Procedures (SOPs), service standards and citizen engagement programmes in line with Batho Pele principles, POPIA, Public Service Act. and related prescripts. Manage the day-to-day operations of the Hotline and customer contact channels, ensuring the effective logging, referral, tracking and resolution of citizen enquiries and complaints. Drive service excellence through quality assurance, customer experience improvement initiatives, and the promotion of a citizen-centred service culture across the Gauteng Province. Manage stakeholder, intergovernmental and interdepartmental relations to facilitate coordinated responses to service delivery issues. Negotiate and manage service standards, Service Level Agreements (SLAs) and Memoranda of Understanding (MOUs), and represent the Office of the Premier in relevant intergovernmental and service delivery forums. Monitor compliance with service standards and turnaround times, analyse citizen feedback and service delivery trends, and provide strategic reports and recommendations to executive management. Provide evidence-based reports and strategic advice to Executive Management, EXCO, MECs and other governance structures, while ensuring data integrity, reporting accuracy, audit readiness and compliance with applicable information management and governance requirements. Oversee the management of external service providers supporting the Hotline, ensure data integrity and reporting compliance. Identify and mitigate operational and service delivery risks, strengthen internal controls, drive innovation and continuous improvement to enhance government responsiveness and citizen satisfaction. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

**ENQUIRES**

: Ms Khanyisile Mafiri Tel No: (011) 355 6060

**POST 32/224**

: **DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: REFS/056364**

**SALARY  
CENTRE**

: R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)  
Johannesburg

**REQUIREMENTS**

: An NQF level 7 qualification in Public Administration and Business Management. Certified Ethics Officer and Fraud Examiners qualifications will be an added advantage. 5 years of experience at a middle/senior managerial level in anti-corruption and ethics and anticorruption environment. Understanding of the international instruments and SADC agreements. Competencies: Strategic capability and leadership; programme and project management; ethics, integrity and anti-corruption management; governance, risk and compliance management; policy development, analysis and implementation; investigation oversight and fraud prevention; stakeholder engagement, financial and resource management; people management and empowerment; change management; problem-solving and decision-making. Sound knowledge of the public sector legislative and regulatory framework, including the Public Service Act, Public Service Regulations, PFMA, PRECCA, Protected Disclosures Act, National Anti-Corruption Strategy and Public Service Integrity Management Framework. Strong analytical, communication, report-writing, presentation, negotiation and interpersonal skills, as well as an understanding of the Gauteng Provincial Government business environment.

**DUTIES**

: Manage the implementation of ethics and anti-corruption policies, strategies and frameworks within the Gauteng City Region (GCR). Interact with GCR Institutions regarding the implementation of the ethics and anti-corruption policies, strategies and frameworks. Develop guidelines and manuals to support the development of departmental Ethics policies. Create awareness of the GCR fraud and corruption strategies to stakeholders. Manage the monitoring and evaluation of processes aimed at reducing fraud and corruption cases within GCR. Manage the reports from the Gauteng Ethics Hotline, internal forensic investigations and external forensic investigations by the other government institutions (Special Investigation Unit, Public Protector, Public Service Commission, Auditor General and National Prosecuting Ethics Advisory Council and the Executive Council) on progress made in fighting fraud and anti-corruption and promoting integrity. Manage, implement and evaluate

comprehensive ethics and anti-corruption capacity-building programmes. Project management of ethics and anti-corruption forums. Conduct research on best practices to fight corruption and promote integrity. Manage the Directorate's human, financial and other resources to ensure the effective and efficient delivery of services.

**ENQUIRES** : Ms Khanyisile Mafiri Tel No: (011) 355 6060

#### **OTHER POSTS**

**POST 32/225** : **STATE LAW ADVISOR GR 1 (LP-7) REF NO: REFS/056365**

**SALARY** : R970 221 – R1 045 197 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Bachelor of Laws (LLB) degree or equivalent NQF level 7 qualification in law. Admittance as an Attorney or Advocate. At least 5 years appropriate post qualification litigation/ advisory experience. Competencies: Advanced legal research, analytical and interpretation skills; ability to develop sound legal arguments and provide practical legal solutions; strong drafting skills for legal opinions, pleadings, reports and other legal documents; expertise in dispute resolution, including arbitration, mediation and conciliation; sound judgement and decision-making skills; ability to assess legal risks and recommend appropriate interventions; interviewing, investigation and fact-finding skills; excellent problem-solving and analytical capabilities; strong verbal and written communication skills; negotiation, stakeholder engagement and conflict management skills; ability to apply legal principles to complex matters and deliver legally defensible outcomes; and a high level of professional integrity, objectivity and adherence to ethical standards.

**DUTIES** : Provide professional legal advice and opinions on constitutional, administrative, labour, commercial and public law matters. Furnish legal opinions to Gauteng Provincial Departments on the interpretation, application and possible conflict of laws. Manage and coordinate litigation involving the Office of the Premier, including liaison with the Office of the State Attorney and other relevant stakeholders. Assist with the implementation, coordination and monitoring of the Provincial Litigation Management Framework to safeguard the interests of the Province. Conduct legal research and advise management on legislative developments, case law and associated legal risks. Draft, review and vet agreements, contracts and other legal instruments. Assist with the drafting, certification, interpretation and final editing of legislation and subordinate legislation, including the preparation and processing of Bills. Represent the Office of the Premier in legal, intergovernmental and stakeholder forums and promote legal compliance, good governance and sound decision-making across GPG Departments. Contribute to the Directorate's performance.

**ENQUIRIES** : Ms Khanyisile Mafiri Tel No: (011) 355 6060

**POST 32/226** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/050361**

**SALARY** : R338 106 – R398 277 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent, coupled with a Secretarial Diploma or equivalent qualification in Office Administration, and a minimum of three to five (3–5) years' experience in providing administrative and secretarial support to a senior manager. Excellent written and verbal communication skills. Sound computer literacy, professional telephone etiquette, strong interpersonal and relationship management skills, as well as planning, organising, analytical thinking, problem-solving and document analysis capabilities.

**DUTIES** : Provide professional secretarial, administrative and office support services to the senior manager; manage diaries, appointments, correspondence and telephone enquiries; coordinate the routing, tracking and follow-up of documents to relevant stakeholders. Coordinate meetings, prepare agendas, compile supporting documentation and record minutes; draft reports, submissions and other documents as required; collate, consolidate and coordinate reports of the Chief Directorate to support management reporting. Maintain filing and records management systems; coordinate travel and logistical arrangements; facilitate the effective flow of information and communication between the office of the senior manager, the Chief Directorate and stakeholders. Provide budget administration support by coordinating

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|                            |   | budget-related documentation, monitoring expenditure, maintaining expenditure records, assisting with procurement processes and budget reporting. Alert management to potential over- or under-expenditure. Manage office resources and administrative registers for leave; and ensure compliance with relevant legislation, policies, and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Ms Phelisa Khuzwayo Tel No: (011) 355 6730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 32/227</u></b>  | : | <b><u>PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: REFS/050365</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R338 106 – R398 277 per annum, (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) or equivalent, coupled with a Secretarial Diploma or equivalent qualification in Office Administration, and a minimum of three to five (3–5) years' experience in providing administrative and secretarial support to a senior manager. Excellent written and verbal communication skills. Sound computer literacy, professional telephone etiquette, strong interpersonal and relationship management skills, as well as planning, organising, analytical thinking, problem-solving and document analysis capabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Provide professional secretarial, administrative and office support services to the senior manager; manage diaries, appointments, correspondence and telephone enquiries; coordinate the routing, tracking and follow-up of documents to relevant stakeholders. Coordinate meetings, prepare agendas, compile supporting documentation and record minutes; draft reports, submissions and other documents as required; collate, consolidate and coordinate reports of the Chief Directorate to support management reporting. Maintain filing and records management systems; coordinate travel and logistical arrangements; facilitate the effective flow of information and communication between the office of the senior manager, the Chief Directorate and stakeholders. Provide budget administration support by coordinating budget-related documentation, monitoring expenditure, maintaining expenditure records, assisting with procurement processes and budget reporting. Alert management to potential over- or under-expenditure. Manage office resources and administrative registers for leave; and ensure compliance with relevant legislation, policies, and procedures. |
| <b><u>ENQUIRIES</u></b>    | : | Ms Phelisa Khuzwayo Tel No: (011) 355 6730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 32/228</u></b>  | : | <b><u>LEGAL ADMINISTRATION OFFICER GR 3: MR-3 REF NO: REFS/050360</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R337 563 – R385 965 per annum, (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus a Bachelor of Laws (LLB) degree or equivalent (as recognised by SAQA). At least 2 years' appropriate post qualification legal experience. Key Competencies: Good legal research, analytical and legal advisory skills, with proven ability to interpret legislation, draft legal documents and provide sound legal opinions. The candidate should possess strong communication, negotiation, stakeholder management and problem-solving and report writing skills, as well as the ability to manage litigation, contracts and complex legal matters within a government environment. Demonstrable professionalism, integrity and the ability to work independently under pressure are essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Provide comprehensive legal advisory services to the Office of the Premier and Provincial Departments by conducting legal research, analysing legislation and case law, and formulating legal opinions and recommendations. Consult with clients to determine objectives, provide advice on legal rights and available courses of action, and ensure that all consultations and advice are accurately documented. Draft and review legal opinions, contracts, service level agreements, submissions, correspondence and other legal documents to support organisational objectives and ensure legal compliance. Manage, coordinate and monitor litigation matters, including liaising with relevant stakeholders and legal representatives. Coordinate and oversee compliance with the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA), while maintaining accurate records and ensuring effective case management.                                                                                                                                                                                                                   |
| <b><u>ENQUIRES</u></b>     | : | Ms Phelisa Khuzwayo Tel No: (011) 355 6730                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |