

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

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| <b><u>APPLICATIONS</u></b> | : | To apply for the below position, please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or designated email address: Online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane: 082 810 6152 / Mr. Ouwen Gaveni: 071 855 8934                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 07 October 2026 at 23:59 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Applications should be submitted on a new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01 <sup>st</sup> January 2021, a new application form which can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed, as per DPSA circular no. 03 of 2025. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. 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). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within three (03) months after the closing date of this advertisement, accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. |

**MANAGEMENT ECHELON**

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| <b><u>POST 34/192</u></b> | : | <b><u>DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: REFS/056598</u></b><br>Directorate: Library Information Services and Provincial Archives |
| <b><u>SALARY</u></b>      | : | R1 317 308 per annum (Level 13), (all-inclusive package)                                                                                                              |

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| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                      | : | The successful candidate should have a Grade 12 Certificate plus a undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in senior/middle Management level/ Deputy Director in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organising. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment. |
| <b><u>DUTIES</u></b>                 | : | Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernisation of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                      | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACR.RecSMS@gauteng.gov.za">SACR.RecSMS@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

#### **OTHER POSTS**

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| <b><u>POST 34/193</u></b>  | : | <b><u>DEPUTY DIRECTOR: LIBRARY SERVICES (CONDITIONAL GRANT) REF NO: REFS/056604</u></b><br>Directorate: Library and Information Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Library and Information Science or relevant qualification. A minimum of 3 - 5 years' experience at middle management in (ASD) level and relevant experience in Library environment. Valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organisation. Presentation and training. Problem Solving. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes. Public Finance Management Act. Public Service Act and Regulations. Departmental strategy. Public Service policy and strategy on library and archive matters. Promotion of access to information Act 2 of 2000(PAIA) and division of revenue Act 2023 is imperative. Division of Revenue Act 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Manage the recapitalization of community libraries (Conditional Grant: support 09 municipalities as per Provincial Gazette, Ensure that Evaluation system in place and Conduct monitoring visits to municipalities and draft reports. Manage and monitor financial support to community libraries: Monitor the municipalities and acknowledge receipt of payment in writing and Monitor and assist in preparing and sending payment confirmations to municipalities. Monitor the legal and operational framework for community libraries: Manage and monitor community library's compliance to the National Library and Information acts and regulations and Visit Library Managers to monitor compliance to the legal and operational framework for community libraries. Consolidate quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities: Ensure municipalities submit monthly and/or quarterly reports for transferred funds and Assist with National Department of Sport, Arts and Culture (DSAC) quarterly reports. Organise and administer IGR meetings with municipalities: Assist the Director in organising IGR meetings with Library Managers in the municipalities, and attend IGR meetings with Library Managers. Manage resources (Human, Financial, Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting |

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|                            |   | expenditure, ensure proper spending in line with strategic objectives and monitor the optimal utilization and functionality of equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to <a href="mailto:SACRHeadOffice@gauteng.gov.za">SACRHeadOffice@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 34/194</u></b>  | : | <b><u>DEPUTY DIRECTOR: CREATIVE CLUSTER REF NO: REFS/056609</u></b><br>Directorate: Creative Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7) in fine Art History / Education / Art Design / Communications / Community Development or relevant qualification. A minimum of 3- 5years' experience in middle management (ASD) level within creative cluster environment. Valid driver's license. Skills: Interpreting & Evaluating Information. Verbal and written communication. Organising / maintaining information. Communicating information. Computer literacy. Problem solving and conflict management. Knowledge: Departmental policies and procedures. Department Priorities. Gauteng DSCAR Strategy. Reporting procedures. Information system. Financial system. PFMA, Treasury Regulation, PSA, PSR, etc. Employment Equity Act,1998. Understanding of government programmes and projects. Strategic Management.                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Conceptualise and design arts development programmes aligned with provincial cultural objectives. Coordinate stakeholder engagement to co-design responsive and inclusive programme models. Oversee the implementation of approved programmes, ensuring timely delivery and resource allocation. Develop programme guidelines, implementation plans, and monitoring frameworks. Manage partnerships with training providers, mentors and sector organisations. Evaluate programme outcomes and implement improvements based on lessons learned. Identify capacity gaps within the arts sector through needs assessments and stakeholder engagement. Develop annual capacity-building plans covering training, mentorships, and industry development. Coordinate implementation of workshops, seminars, masterclasses, and industry development sessions. Ensure alignment of capacity-building initiatives with sector development strategies. Monitor event budgets, procurement, and compliance with governance requirements. Produce post-event reports highlighting participation, reach economic impact, and lessons learned. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRHeadOffice@gauteng.gov.za">SACRHeadOffice@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 34/195</u></b>  | : | <b><u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/056610</u></b><br>Directorate: Sport and Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | North Corridor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Sports and Recreation / Sports Science / Exercise Science / Physical Education / Sports Development/Sports Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in middle management (ASD) level and relevant experience in sport and recreation environment. Valid driver's license. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Manage the development of policies, business plan, strategies and procedure for sports implementation: Review and understand departmental vision, mission, Develop communication and implementation plan. Manage the promotion of mass participation among the learners, promote healthy lifestyles and inculcate sportsmanship and competitiveness: offer diverse physical activities to ensure inclusivity in the corridor, organise sports events like tournaments and festivals that focus on fun, not just winning and integrate health and nutrition education into programs. Manage the provision of sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

development and talent identification in the corridors: Establish partnerships, implement structured identification systems, Offer scientific and medical support. Manage the provision of sport and community recreation programmes in the corridor: Developing strategic plans aligned with national mandates, creating accessible mass participation and elite development opportunities, Ensuring equitable access to facilities and resources. Manage the provision of school sport programme the corridor: Engaging the community, Developing clear policies and plans, securing and managing resources like facilities and equipment, supporting and training staff, Implementing diverse activities for all abilities. Manage resources (Human, Financial, Equipment / Assets): Manage utilization of financial and physical resources, conduct strategic and operational planning for the EHW sub directorate, Authorise, control and monitor the budget and expenditure.

**ENQUIRIES** : Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152  
**APPLICATIONS** : must be online at <https://jobs.gauteng.gov.za> or emailed to: [SACRHeadOffice@gauteng.gov.za](mailto:SACRHeadOffice@gauteng.gov.za)

**POST 34/196** : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/056615**  
 Directorate: Infrastructure Development

**SALARY** : R932 292 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : The successful candidate should have a National Diploma/ University Degree (NQF level 6) in Built Environment / Construction Project Management / Civil Engineering or related qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in middle management (ASD) level and relevant experience in Built environment. Valid driver's license. Skills & Knowledge: Leadership skills. Human. Resources Management (People Management). Project management. Service delivery innovation. Change Management. Report writing. Facilitation skills. Research Methodologies. Assertive skills. Investigation skills. Problem solving. Negotiation. Decision making. Resilience. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing.

**DUTIES** : Manage the development and updating of all infrastructure policies in line with nationally prescribed policies. Manage the customisation of norms and standards for infrastructure in line with nationally prescribed norms and standards. Manage the application of costs norms in terms of infrastructure projects. Manage that planned projects comply with policies, norms and standards. Manage all post occupancy evaluations and prepare the reports with inputs from the professional built environments. Update policies, norms and standards in line with findings on post project evaluations and post occupancy evaluations. Manage the end of year evaluation and prepare the report with inputs from the professional built environments. Manage analyses and prepare all Project Initiation Reports with inputs from the professional built environments. Manage analyses and prepare the User Asset Management Plan in with inputs from the professional built environments. Prepare or review Strategic Briefs with inputs from the professional built environments. Review Concept and Viability Reports with inputs from the professional built environments. Sign off on Strategic Briefs and Concept & Viability Reports. Update IRM in terms of Stages 0, 1, 3 and 4. Update the project management system in terms of Stages 0, 1, 3 and 4. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Monitor and Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Finalise and approve Infrastructure Programme Management Plans with inputs from built environment professionals. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s] with inputs from the built

environment professionals. Review and sign-off Infrastructure Programme Implementation Plans with inputs from the built environment professionals. Review and recommend signing of Agency and Service Delivery Agreements with inputs from the built environment professionals. Manage the end of year evaluation and prepare the report with inputs from the professional built environments. Manage plans and budgets for rates, taxes and services. Manage and monitor utilisation of utilities. Report on all cases where usage is excessive. Manage payment of rates, taxes and services. Manage provision of property management services in terms of cleaning, security and all other operational matters. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees. Manage the performance of staff and ensure assessment of their performance. Manage the compilation of various reports and statistics. Manage leave in the sub - directorate.

**ENQUIRIES** : Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152  
**APPLICATIONS** : must be online at <https://jobs.gauteng.gov.za> or emailed to [SACRHeadOffice@gauteng.gov.za](mailto:SACRHeadOffice@gauteng.gov.za)

**POST 34/197** : **ASSISTANT DIRECTOR: AUDIT MANAGEMENT REF NO: REFS/056616**  
 Directorate: Risk and Integrity Management

**SALARY** : R487 197 per annum (Level 09), (plus benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Internal Audit/ Financial Management/ Accounting or relevant qualification. A minimum of 3 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Decision making, Management of projects, Technical analytic skills, Negotiation, Financial Management, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.

**DUTIES** : Co-ordinate internal and external audits processes, Provide inputs to the formulation of the audit plan covering critical processes/ activities, Tracking responses to queries from AG, GAS and legislature affecting the Office of the Chief Risk Officer, Assist to draw-up an audit action plan and track its implementation with the relevant managers, Assist in monitoring and evaluation of the effectiveness of internal control measures, Assist to coordinate engagement/ exit meetings between Line Managers, GAS and AG, Follow up with business units on information requests from Auditors within the agreed upon timelines from receipt of information requests, Verification of information prior to submission to the auditors, Monitor progress on the implementation of action plans on audit findings, Assist to co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans, Updating the tracking register upon discussions with management, Compilation and submission of progress reports on audit action plan to the Deputy Director for review prior to submission to the Director for reporting to the Governance structures, Ensure submission of POE on all action plans implemented.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934  
**APPLICATIONS** : must be online at <https://jobs.gauteng.gov.za> or emailed to: [SACREastCorridor@gauteng.gov.za](mailto:SACREastCorridor@gauteng.gov.za)

**POST 34/198** : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/056586**  
 Directorate: HODs Office

**SALARY** : R487 197 per annum (Level 09), (plus benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a NQF level 6/7 in Public Management / Public or Private Administration / Business Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in administrative support environment. Valid driver's license. Skills: Interpreting & Evaluating Information, Verbal and written communication, Organizing/ maintaining information,

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|                            |   | communicating information, Computer Literacy, Problem solving and conflict management Listening and negotiation, Teamwork, Discipline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Provide office administration: Advise HOD on pertinent organizational and administrative issues, Manage HOD's domestic and international travels. Manage and administer HOD's diary: Manage and plan all HOD meetings, manage logistics for all HOD's meetings. Monitor and verify incoming and outgoing documents accordingly: Manage and efficient and usable filing system, Oversee and maintain an electronic document tracking system. Manage coordination of events in the office of the HOD: Manage logistics for events initiated by the HOD, Manage invitations, guest list and RSVPs. Manage resources (Human /Finance/ Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, Ensure proper spending in line with strategic objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 34/199</u></b>  | : | <b><u>ASSISTANT DIRECTOR: CREATIVE CLUSTER &amp; COMMUNITIES REF NO: REFS/056589</u></b><br>Directorate: Creative Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | North Corridor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification (NQF level 6/7) in Arts and Culture / Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or relevant/ related qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in arts and culture environment. Valid driver's license. Skills & Knowledge: Organisational skills. Computer literacy (MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Facilitate the implementation of policies, business plan, strategies and procedure for arts and culture: Review and understand departmental vision, mission, identify strategic partners, develop business proposition and plan as well as a service level agreement, Develop and implement creative industries sector policies. Facilitate and monitor the provision of performing arts, music and dance programmes in the corridors: Provide market support to promote performing arts, music and dance (local, national, continental and international), Coordinate live performance circuits and events, Coordinate exhibitions and trades for performing arts, music and dance Facilitate and support new creative business models and revenue streams and attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of visual arts, craft and design in the corridor level: Develop and implement sector policies, Provide market support to promote visual arts, craft and design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Facilitate and support new creative business models and revenue streams and Attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of audio, visual, and interactive media in the corridor: Develop and implement sector policies, Provide market support to promote electronic media sector, technical and production services – animation, gaming and graphic design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Promote the development and marketing of provincial cultural tourism strategies, Repositioning Gauteng as the Hub of Africa's Creative Industries (attracting tourists and visitors). Manage resources (Human, Financial, Equipment / Assets): Manage utilisation of financial and physical resources, Conduct strategic and operational planning for the EHW sub directorate, Manage, implement and monitor operational plans, Ensure employees within the EWH sub directorate are assessed, developed, and trained in line with their PMDS, Manage the performance of staff and ensure assessment of their performance, Authorise, control and monitor the budget and expenditure and Manage leave in the sub – directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRNorthCorridor@gauteng.gov.za">SACRNorthCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>POST 34/200</u></b>  | : | <b><u>ASSISTANT DIRECTOR: ACADEMIES REF NO: REFS/056591</u></b><br>Directorate: Sport Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must have Grade 12 Certificate plus a 3 – year tertiary qualification (NQF level 6/ 7) in Sports Science or related qualification as recognized by SAQA. A minimum of 3 - 5 years of experience in high-performance environment. Valid driver's license. No criminal records. Skills & Knowledge: Financial and administrative skills. Problem solving and analysis. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline. Programme and Project Management. Ability to chair/manage meetings. Counselling. Communicating information. Departmental policies and procedures. Department Priorities. Gauteng. DSACR Strategy. Reporting procedures. Information system. PFMA, Treasury. Regulation, PSA, PSR, etc. Employment Equity Act,1998. Strategic Management. Financial Management. Event Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Facilitate and monitor the development of policies, procedures and system. Implement the policies, strategic as per lifecycles. Monitor and alignment with the national Sport and Recreation Plan (NSRP), the Academy Framework and the Transformation Charter in the implementation of the Academy programme. Facilitate and establish a clear competition pathway for athletes and coaches by fostering partnerships with key stakeholders. Developing, reviewing, and ensuring compliance with sports policies, legislative requirements, and the grant frameworks, along with providing monthly and quarterly performance reports. Facilitate, identifying and managing resources, such as funding, training expertise, and scientific support, to be distributed to provincial and regional academies. Monitor and create opportunities to identify and develop talented athletes from the communities to the elite national level through structured academies. Facilitate the availability of necessary facilities for academy activities. Facilitate and monitor the design and implementation of high-performance programmes that support the development of both provincial and national athletes within the province. Support provincial and national athletes. Identify the support to athletes and assist in creating platforms where athletes can source sponsorships and other sources of support from various entities. Monitor in sourcing training and development programmes, such as bursaries, internships, and incubator programmes for athletes and coaches. Creating and implementing talent identification programs, managing the scouting process, and managing the athlete database to support elite development. Identify skill and performance gaps. Establish clear goals, and create a formal program with resources like training, mentorship, and coaching. Regularly measure progress, provide ongoing feedback, and foster a culture that supports career development through initiatives like cross-functional projects and empowering employees, athletes and coaches to create their own development plans. Coordinating team preparation for competitions, managing elite academy fixtures, and managing sporting partnerships with federations, municipal bodies, and other stakeholders. Implement and monitor sports science testing protocols and data analysis throughout the District Academies. Monitor and manage the utilisation of financial and physical resources. Developing and implementing the operational plans and the APP of the sub-directorate. Compile the reports that must be submitted. Render administration activities within the unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 34/201</u></b>  | : | <b><u>ASSISTANT DIRECTOR: RECREATION (X3 POSTS)</u></b><br>Directorate: Sport and Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | <b>Head Office:</b><br>Ref No: REFS/056594: Head Office<br>Ref No: REFS/056601: North Corridor<br>Ref No: REFS/056605: South Corridor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in Sport and Recreation / Sports Science / Sport Administration / Sport Management / Health Sciences in Sport / Exercise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Sciences or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in sports and recreation environment. Valid driver's license. Skills & Knowledge Listening and negotiation. Financial and administrative skills. Problem solving and analysis. Strategic Management. Discipline. Teamwork. Departmental policies and procedures. Listening and negotiation. Department Priorities. Reporting procedures. Information system. PFMA, Treasury Regulation, PSA, PSR, etc. Experience in managing projects with multiple stakeholders and excellent report writing.

## **DUTIES**

: Offer diverse, accessible programs like group exercise, sports, and mindfulness sessions, catering to various ages and skill levels, and promoting a healthy lifestyle through community engagement, partnerships, and continuous promotion to address mental and physical health needs. Provide a wide range of activities, such as yoga, cycling tours, dance workshops, walk-a-thons, running events, and sports games, to appeal to different interests and preferences. Ensure activities are accessible to diverse age groups, families, and individuals of all skill levels to maximize participation. Collaborate with parks, fitness centres, and community organizations to provide public exercise classes and events. Offer programs at various times throughout the year to accommodate busy schedules and maintain consistent engagement Facilitate talent identification, and empower communities to engage in sports events, festivals, and campaigns aimed at reducing lifestyle-related diseases and improving physical well-being. Creating accessible programs, developing suitable infrastructure, fostering partnerships, and implementing robust monitoring and evaluation systems. Promoting community involvement and local event organization, supporting both mass participation and elite athlete development, encouraging corporate investment, and leveraging sport for social development and environmental sustainability. Manage and implement Asset-Based Community Development (ABCD) by leveraging existing community strengths and assets. Develop recreational tourism activities focused on natural resources. Protected areas, and foster community-led initiatives that provide skills training and entrepreneurial opportunities. Manage participatory planning and integrating local culture to ensure long-term economic benefits without undermining the environment or local assets. Identifying relevant stakeholders, such as government departments, community groups, and sports federations. Establishing clear goals. Engaging stakeholders through communication and leveraging their resources and expertise. Creating strategic plans aligned with national policies, securing funding through partnerships and corporate investment, developing and maintaining facilities, designing inclusive programmes and promoting safety and active participation to foster a socially cohesive nation Review and understand the Departmental vision and mission. In conjunction with stakeholder: Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets and appropriate timeframes. Develop business propositions and plans, as well as service level agreements. Develop communication and implementation plan. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on service level agreement) and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.

## **ENQUIRIES**

: Ms. Itumeleng Maisane Tel No: (011) 355 2697 / 082 810 6152  
Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924  
Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312

## **APPLICATIONS**

: must be online at <https://jobs.gauteng.gov.za> or emailed to:  
Head Office applications to be emailed to [SACRHeadOffice@gauteng.gov.za](mailto:SACRHeadOffice@gauteng.gov.za)  
South Corridor applications to be emailed to [SACRSouthCorridor@gauteng.gov.za](mailto:SACRSouthCorridor@gauteng.gov.za)  
North Corridor applications to be emailed to [SACRNorthCorridor@gauteng.gov.za](mailto:SACRNorthCorridor@gauteng.gov.za)

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| <b><u>POST 34/202</u></b>  | : | <b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/056588</u></b><br>Directorate: Employee, Health and Wellness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7 in Environmental Health/ Occupational Safety Management or relevant qualification. A minimum of 2 - 3 years' experience in OHS environment. Valid driver's license. Skills: Problem Solving. Negotiation. Decision making, Resilience. Self-Motivation. Verbal communication & written communications. Interpersonal skills. Customer service. Knowledge: Relevant Public Service Legislation. GDSACR and GPG policies. Project management. PFMA, Treasury Regulation, PSA, PSR, etc. Change Management. Report writing. Facilitation skills. Research Methodologies. Employee Health and Wellness related. Registration with professional bodies (SAIOSH/SAIOH/ HPCSA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Secure approval of Occupational health and safety policies, procedures in line with the Occupational health and safety act (OHS) requirements and safety guidelines and the OHS standards. Implement policies and procedures pertaining to occupational health and safety (OHS) to ensure that employees' performance is managed and monitored and skills development take place. Communicating the approved policies, systems and procedures to employees. Coordinate training for all appointed statutory appointments. Conduct workplace inspections. Monitor and evaluate the effectiveness of policies, procedures that are in place. Monitor Statutory appointments are in place. Establish Occupational health and safety (OHS) Committee as per the legislation. Uphold the stipulations of the Act through the performance of health and safety committee. Coordinate awarenesses to employees on SOPs of OHS. Assess maintenance of electrical and machinery equipment. Conduct workplace Hazard Identification Risk Assessment. Coordinate SHERQ training needs. Coordinate SHERQ risk register. Monitor and evaluate disaster departments. Develop minutes for OHS Meeting. Develop action plan from the meeting. Injury on Duty Knowledge and understanding of the Compensation for Occupational Injuries and Diseases Act (COIDA), Conduct investigation of reported near misses, occupational diseases and injury on duty. Compile an investigation preliminary report and finalization of the cases reported. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 34/203</u></b>  | : | <b><u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: REFS/056617</u></b><br>Directorate: Human Capital Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7 in Management Services / Operations Management / Industrial Psychology / Production Management. Job Evaluation Certificate from National School of Government will be an added advantage. A minimum of 1 - 2 years' experience in OD environment. Valid driver's license. No criminal records. Skills & Knowledge: Problem solving. Negotiation. Decision making. Teamwork. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing. Interpreting and Evaluation information. Verbal communication. Computer Literacy. Presentation Skills. Report writing. Work Study investigation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Render the development, review, alignment, and implementation of Organisational structure in line with the DPSA Organisational Design Guideline and directives. Conduct work study investigation reports and make recommendations. Coordinate and facilitate Staff Establishment reports. Provide input on structural and establishment changes. Conduct change management function in the department. Conduct work study investigation. Monitor the implementation of approved departmental Human Resource Delegations. Coordinate and implement the job evaluation function. Coordinate job description function. Facilitate and coordinate the review of business process mapping.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>ENQUIRIES</u></b>    | : | Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 34/204</u></b>  | : | <b><u>EMPLOYEE RELATION OFFICER REF NO: REFS/056593</u></b><br>Directorate: Human Capital Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7) in Labour Relations / Human Resources Management / Labour Law / LLB / Employee Relations or relevant qualification as recognised by SAQA. A minimum of 1 - 2 years' experience in Employee Relations environment. Valid driver's license. Skills & Knowledge: Problem solving. Negotiation. Decision making. Interpretation of policies. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Render and coordination of employee relations training and capacity building interventions. Report analysis of the impact of employee relations processes and policies in the Department. Monitor and provide employee relations advice and technical support to line unit. Monitor and coordinate case management system and generate reports. Answer and referred complex and sensitive labour relations policy interpretation, employee relation issues. Provide support role to all employee relations issues. Assist on conducting research and benchmarking initiatives for the best practices and employee relations practices accordingly. Provide support on the correct interpretation and implementation of the Departmental policies and PSCBC Resolutions in Labour Relations. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Coordinate and facilitate the resolution of grievances. Render the investigations on misconduct and initiate for the employer. Monitor and promote high standard of Professional ethics and Code of Conduct in the Department. Provide support for labour relations procedures according to the provision of the labour relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings. Render the activities with inter alia, the coordination and administration of grievances, disciplinary hearings and labour relations circulars. Assist on the development of departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Support the Department in conciliation and arbitration proceedings. Support and administration of the resolution of disputes processes. Provide supportive roles in consultation with the State Attorneys on more complex matters. Participating in negotiations and discussions with unions and other employee representatives to reach collective agreements on various employment-related matters. Understanding the department's objectives, advocating for its interests, and contributing to the development of fair and sustainable employment practices. Negotiate in good faith to achieve a fair and balanced outcome that aligns with the department's goals. Analyse union proposals, assess their potential impact, and formulate appropriate responses. Implement the agreed-upon terms are accurately reflected in a formal collective agreement. Assist for the Informing relevant stakeholders within the department about the outcome of the bargaining process and its implications. Render the implementation of the collective agreement to ensure compliance and address any issues that may arise. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Nkhumeleni Magadze Tel No: (011)355 2615 / 066 131 9370                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>POST 34/205</u></b>  | : | <b><u>LANGUAGE PRACTITIONER: SIGN LANGUAGE REF NO: REFS/056597 (X2 POSTS)</u></b><br>Directorate: Heritage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as major subject. A minimum of 3 Years' Experience. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 34/206</u></b>  | : | <b><u>PERSONAL ASSISTANT REF NO: REFS/056606</u></b><br>Directorate: Security and Facility Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (plus benefits) (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Cynthia Mabaso Tel No: (011)355 2714 / 071 853 3669.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 34/207</u></b>  | : | <b><u>PERSONAL ASSISTANT REF NO: REFS/056611</u></b><br>Directorate: Infrastructure Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRSouthCorridor@gauteng.gov.za">SACRSouthCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 34/208</u></b>  | : | <b><u>PERSONAL ASSISTANT REF NO: REFS/056614</u></b><br>Directorate: Arts, Culture and Heritage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRSouthCorridor@gauteng.gov.za">SACRSouthCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>POST 34/209</u></b>  | : | <b><u>PERSONAL ASSISTANT REF NO: REFS/056619</u></b><br>Directorate: Sport Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 34/210</u></b>  | : | <b><u>SPORT PROMOTION OFFICER</u></b><br>Directorate: Sport and Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | West Corridor. East Corridor. North Corridor. South Corridor:<br>Ref No: REFS/056587: West Corridor (X2 Posts)<br>Ref No: REFS/056590: East Corridor (X2 Posts)<br>Ref No: REFS/056602: North Corridor (X2 Posts)<br>Ref No: REFS/056608: South Corridor (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. Relevant experience will be an added advantage. A driver's license. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370<br>Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924<br>Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312<br>Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to:<br>West Corridor applications to be emailed to <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a><br>South Corridor applications to be emailed to <a href="mailto:SACRSouthCorridor@gauteng.gov.za">SACRSouthCorridor@gauteng.gov.za</a><br>North Corridor applications to be emailed to <a href="mailto:SACRNorthCorridor@gauteng.gov.za">SACRNorthCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                 |

East Corridor applications to be emailed to  
[SACREastCorridor@gauteng.gov.za](mailto:SACREastCorridor@gauteng.gov.za)

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| <b><u>POST 34/211</u></b>  | : | <b><u>CULTURAL OFFICER REF NO: REFS/056613 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                            | : | Directorate: Creative Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | <b>Central Corridor. East Corridor. South Corridor:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                            | : | Ref No: REFS/056618: East Corridor (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                            | : | Ref No: REFS/056620: South Corridor (X4 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | A Senior Certificate plus a three-year tertiary qualification (NQF level 6/7) in Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or related qualification as recognized by SAQA. No experience is required. Relevant experience will be an added advantage. A valid driver's license. No criminal record. Skills & Knowledge: Organizational skills. Computer literacy (MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Facilitate transformation of performing and visual arts to impact on socio-economic development. Promote and develop community/public based arts, culture and heritage programmes. Establish and maintain partnerships with relevant stakeholders. Manage the implementation of youth development programmes and projects. Promote socio-cultural development of vulnerable groups. Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector. Promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visuals arts) sector. Design and conduct awareness campaigns to promote arts and culture programmes. Liaise with all relevant stakeholders. Conduct research on arts and culture programmes. Promote usage of Arts Centre's and integrated crafts hubs. Promote and develop community/public based arts and culture programmes. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Monitor and evaluate funded projects and programmes. Develop and maintain database of arts, culture and heritage institutions. Provide administration and technical support for arts and culture programmes. Monitoring the implementation of approved programmes for all funded organizations and institutions. Coordinate and ensure provision of coaching, discipline and mentoring of staff to improve performance. Supervise the performance of staff and ensure assessment of their performance. Consolidate budget in the sub – directorate. Monitor the budget and expenditure. Manage the compilation of various reports and statistics. Supervise leaves in the sub - directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669<br>Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924<br>Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to:<br>Central Corridor applications to be emailed to<br><a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a><br>South Corridor applications to be emailed to<br><a href="mailto:SACRSouthCorridor@gauteng.gov.za">SACRSouthCorridor@gauteng.gov.za</a><br>East Corridor applications to be emailed to<br><a href="mailto:SACREastCorridor@gauteng.gov.za">SACREastCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 34/212</u></b>  | : | <b><u>EDUCATIONAL OFFICER REF NO: REFS/056592</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | : | Directorate: Heritage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R280 278 per annum (Level 06), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 1-2 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            | Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment. |
| <b><u>DUTIES</u></b>       | : Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them. Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual un senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.                                                                            |
| <b><u>ENQUIRIES</u></b>    | : Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 34/213</u></b>  | : <b><u>AUXILIARY SUPPORT WORKER (ARTS)</u></b><br>Directorate: Creative Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : R201 093 per annum (Level 04), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : West Corridor. East Corridor<br>Ref No: REFS/056600 West Corridor (X2 Posts)<br>Ref No: REFS/056607 East Corridor (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370<br>Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to:<br>West Corridor applications to be emailed to <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a><br>East Corridor applications to be emailed to <a href="mailto:SACREastCorridor@gauteng.gov.za">SACREastCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 34/214</u></b>  | : <b><u>AUXILIARY SUPPORT WORKER (SPORT)</u></b><br>Directorate: Sport and Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : R201 093 per annum (Level 04), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : East, West, North, South Corridor:<br>Ref No: REFS/056621: West Corridor (X1 Post)<br>Ref No: REFS/056622: North Corridor (X1 Post)<br>Ref No: REFS/056623: East Corridor (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                            | Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370<br>Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to:<br>West Corridor applications to be emailed to <a href="mailto:SACRWestCorridor@gauteng.gov.za">SACRWestCorridor@gauteng.gov.za</a><br>East Corridor applications to be emailed to <a href="mailto:SACREastCorridor@gauteng.gov.za">SACREastCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 34/215</u></b>  | : <b><u>SECURITY OFFICER REF NO: REFS/056613</u></b><br>Directorate: Securities and Facilities Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : R170 226 per annum (Level 03), (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers. |
| <b><u>ENQUIRIES</u></b>    | : Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : must be online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> or emailed to: <a href="mailto:SACRCentralCorridor@gauteng.gov.za">SACRCentralCorridor@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## PROVINCIAL TREASURY

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*



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| <b><u>APPLICATIONS</u></b> | : | Applications should be submitted online at: <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2026 @00:00 midnight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | Applications must be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Pre-entry SMS certificate is compulsory for SMS appointments. To access the SMS pre-entry certificate course and for further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-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> Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (ethical conduct) assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. |

## OTHER POSTS

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| <b><u>POST 34/216</u></b>  | : | <b><u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/056537</u></b><br>Directorate: Office of the MEC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R932 292 per annum, (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Degree or equivalent qualification at NQF level 6. 3 years' experience below Middle management (Assistant Director)/ Middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible to Co-ordinate all reporting and documentation supports the collection and review of events in the portfolio and produce all reporting requirements identified by the Stakeholders, Executive Sponsors, and Executive Management and Manage the administrative activities within the office. Produce reports used to drive project status and portfolio review meetings and manage the administrative activities within the office of the executive authority. Collect project information, applying tools, and coordinating the day-to-day steps of the portfolio management process and liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Facilitate events/program/portfolio review of key projects/programs and Render a Cabinet/executive council support service to the executive authority. Work with project and program managers on compliance, templates and best practices and implements and maintains the necessary controls and procedures to cost effectively protect information systems assets from intentional or inadvertent modification, |

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|                            |   | disclosure, or destruction. Provide protocols services to the Executive Authority (EA). Supervise employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Robert Tsotetsi at 073 272 7131– email: <a href="mailto:robert.tsotetsi2@gauteng.gov.za">robert.tsotetsi2@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 34/217</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: PPP (PUBLIC PRIVATE PARTNERSHIPS)</u></b><br><b><u>REF NO: REFS/056538</u></b><br>Directorate: Sustainable Fiscal Resource Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R338 106 per annum, (plus benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 7 in Finance / Commerce / Economics / Built Environment / Law / Public Management / Project Management Driver's Licence. 1 – 2 years' experience in Infrastructure/ Law/Commerce/Project Management.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | To provide admin and technical support to the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects. Provide technical support to the monitoring of compliance to relevant regulations governing Public Private Partnership's (PPP's). Provide support and advice for Public Private Partnership (PPP)Infrastructure initiatives. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential Public Private Partnership (PPP) infrastructure projects. Provide support to management on Ad-hoc / non Public Private Partnership (PPP) related tasks and projects. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |