

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity and gender-sensitive employer, and it intends to promote retrospectivity in the Public Service through the filling of these posts. The Department is committed to the achievement and maintenance of diversity and equity in employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration.

<u>APPLICATION</u>	:	Applicants must apply online at: www.gautengonline.gov.za / http://professionaljobcentre.gpg.gov.za .
<u>CLOSING DATE</u>	:	09 November 2026
<u>NOTE</u>	:	Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents (effective from 01 January 2021). All fields in Part A to D of the Z83 form must be completed, and Part E to G noting that there is limited space provided applicants often indicate "refer" to CV or see attached, this is acceptable as long as the CV is attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to the conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above requirements, as well as late applications, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitable candidates will undergo a personnel suitability check (Vetting, criminal record, citizenship, credit record checks, qualification verification, and employment verification). The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Candidate will be placed according to corridor coordination and the Department's needs. The Department will not accept posted, emailed or hand delivered applications. We encourage youth, people with disability, coloured, Indian and white to apply and a confirmation of disabilities from a registered medical practitioner must be attached to the application. Please Note: Due to the large number of applications, we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 38/250</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY: INFRASTRUCTURE DEVELOPMENT REF NO: REFS/057064</u> Chief Directorate: Information Communication Technology
<u>SALARY</u>	:	R932 292 per annum, an all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In ICT (Computer Science or Informatics). Any relevant ICT Infrastructure certificates is an added advantage. 3 years' experience at entry level management (ASD) experience directly related to the duties and responsibilities specified. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and Skills: Operating systems and server administration. Working knowledge of Microsoft server environment and Windows operating systems. (AD and MS Exchange Server). Microsoft Office packages. Management of Software licenses. DBMS

		Technology. Virtualization Solutions. SAN administration. Cloud hosted services. Networking environment - LAN/WAN, networking/Troubleshooting and experience in Cisco routers/switch configuration Telecommunication Systems - Knowledge of PABX and telecom systems (TMS, VoIP). Knowledge of ICT Security technologies. ICT Regulations and standards (CobIT, ITIL, ISO etc. Business Analysis. Innovative development technologies. DBMS technologies. Project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Network and telecommunications. Security. Technical credibility and Cyber security management.
<u>DUTIES</u>	:	Development, implementation, and monitoring of the ICT Infrastructure Plan. Provision and maintenance of telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment, and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Responsible for coaching, disciplining, and mentoring staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave and sub-ordinates.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/251</u>	:	<u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/057067</u> Chief Directorate: Provincial Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, an all-inclusive remuneration package
	:	Northern Corridor
	:	Matric plus a recognised Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing. 3 years' experience at entry level management (ASD) in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<u>DUTIES</u>	:	Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/252</u>	:	<u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/057068</u> Chief Directorate: Provincial Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, an all-inclusive remuneration package
	:	Central Corridor
	:	Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing. 3 years' experience at entry level management (ASD) in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental

		priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<u>DUTIES</u>	:	Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC, and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC, and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/253</u>	:	<u>DEPUTY DIRECTOR: FACILITIES AND WORK ENVIRONMENT</u> <u>MANAGEMENT REF NO: REFS/057023</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R932 292 per annum, an all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Grade 12 and National Diploma/ Bachelor's degree NQF Level 6/7 in Public Management /Administration/ Business Administration/ Project Management/ facilities management/ management services. or any other qualification under built environment. 3 years' experience at entry level management (ASD) in a related field. A valid code 08/10 driver's licence. Knowledge and Skills: Change management. Knowledge national building act. Knowledge of projects management. Knowledge of risk assessment and hazard identification. Knowledge of budgeting and financial management. knowledge of disaster management. Knowledge of day-to-day maintenance. Knowledge of ohs act. national archives and records services of South Africa act. promotion to access to information act. (PAIA) Promotion of administrative justice act. Information security policy. Electronic communication transaction act. Electronic document management system. Business writing skills. Project process skills. Risk assessment and mitigation. Disaster management. Systems and administrations skills. Decision making skills. Computer skills. Negotiating skills.
<u>DUTIES</u>	:	Infrastructure management: oversee all aspects of facilities and maintenance within the department. Oversee capital projects as required. Manage developmental plans for the department the long- and short-term maintenance programmes and associated budget. coordinates building usage and leases. Review projects-decisions, confers with staff and contractors. Inspect upon project completion. Supervise inspection programmes for existing facilities. Oversee supervision of reception area within head office. Oversee provision of cleaning and hygiene services for facilities. Oversee allocation and usage of departmental parking bays. Management of occupational health and safety within the department: Manage the implementation of ohs within the department. Manage ohs awareness campaigns. Manage the facilitation of building/infrastructure inspection for safety compliant. Facilitate and ensure functioning of ohs committee. Ensure that OHS awareness sessions are conducted. Facilitate the implementation of fire drills and ensure emergency plans are in place. Management of central registry: Manage the implementation of records management policies and systems. Manage the facilitation of records management workshop. Manage the disposal of records in accordance with national archives and records services of South Africa. Manage the provision of effective records management systems. Manage the provision of efficient service for registry and storage components within the department. Budget and financial management: Manage the procurement plan and budget needs for the unit. Manage the utilisation of budget. Oversee and report expenditure for goods and services. Oversee and report over- expenditure reports for unit. attend budget monitoring /vetting committee. monitor wasteful expenditure within the unit. Risk management: Implementation of risk management action plans. Implementation of audit recommendations. Cooperate with risk management unit, risk management committee, risk champions relevant stakeholders involved in risk management.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

<u>POST 38/254</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: REFS/057025</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R932 292 per annum, an all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Matric and National Diploma (NQF level 6) or bachelor's degree (NQF level 7), in Human Resource Management/Human Resource Development or Relevant equivalent qualification. 3 years' experience at entry level management (ASD) /working experience i.e. Skills Development Facilitator, Assessor, and Moderator. No criminal record/ cases pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Relevant legislation, strategies and public service regulation. Treasury regulation. Knowledge management. Understanding of government programs and projects. Applied strategic thinking. Applying technology. Knowledge of budgeting and financial management. Communication and information management. Continuous improvement. Citizen focus and responsiveness. Developing others. Diversity management. Impact and influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organizing. Problem-solving and decision-making. Project management. Team leadership. Team Worker. Flexible. Change orientated. Customer focus and credible. Interpersonal skill.
<u>DUTIES</u>	:	To manage training, skills development, and learnerships. Coordinate and facilitate training and development programmes. Implement and monitor departmental HRD Strategy. Develop and manage departmental training database. Conduct orientation and induction programme. Monitor compliance of training programmes with relevant legislation. Coordinate and develop the department's WSP. Administer Bursaries and study assistance. Develop learnership guidelines and curricula. Identify learnership areas and alignment with the department's strategic plan and SETA's. Establish, facilitate and implement learnership and mentorship programmes. To manage and implement performance management and development system. Develop and monitor performance management framework. Administer performance rewards. Maintain performance management database. Provide technical advice and assistance on performance management issues.
<u>ENQUIRIES</u>	:	Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/255</u>	:	<u>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: REFS/056996</u> Chief Directorate: Chief Financial Office
<u>SALARY</u>	:	R932 292 per annum, an all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Grade 12 plus a Bachelor Degree (NQF level 7) in Financial Accounting qualification. 5 or more years of experience and 3 years' experience at entry level management (ASD) relevant in a finance environment. Competed SAICA articles would be an added advantage. A valid code 08/10 driver's licence Knowledge and Skills: Knowledge of Division of revenue act, PFMA, Treasury regulations. Knowledge of BAS, PERSAL and SAP and other information systems. No criminal record or any pending cases against you. Departmental Policies and Procedures. Departmental Priorities. Gauteng Safety Strategy. Reporting Procedures. Information systems. PFMA, Treasury Regulations, GRAP, GAAP, PSA, IFRS, Modified Cash Standards etc. Interpreting & evaluating information. Verbal & Written communication. Organizing/Maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management.
<u>DUTIES</u>	:	Manage revenue income/ collection processes: Manage and ensure collection and administration of payments from traffic fines, vehicle pounds, weigh bridges. Manage monthly cash allocations and cash requirements and bank statements. Manage draws refunds payment advise and authorisation and reconciliation of payments. Manage and ensure maintenance of an accurate and effective debtors'/receivables system: manage and maintain an effective system to reflect debtors. Manage the maintenance of an accurate register and debtors' system. monitor collection of arrear receivable. Monthly/quarterly/annual reporting of revenue: input into financial statements relating to revenue, debtors. Chash and cash equivalents. Manage human resource: manage performance of staff and ensure assessment of their

		performance. Manage coaching, disciplining and monitoring of staff to improve performance. Manage leave of sub-ordinate.
<u>ENQUIRIES</u>	:	Mr. Vuyo Sondo/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/256</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: REFS/057029</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R610 434 – R1 442 452 per annum, (OSD), An all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A Matric plus Degree (NQF level 7) in Legal or relevant law qualification. 8 years' Legal advisory experience. No criminal record or any case pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department's strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.
<u>DUTIES</u>	:	Litigation Management: Assessment of merits of claims. Consultation with relevant officials. Liaison with state attorney. Consultation with State Attorney/private attorney. Preparation and attendance for court trials. Updated case register. Reporting on litigation status in the department. Legislative Compliance: Conduct legislative compliance workshops on legislation affecting the Department. Conduct workshops to traffic officers on empowering legislations. Conduct workshops on new legislation affecting the Department information. Legal advice /opinion: Critical analysis of documents relevant to the legal question. Consultation and advice to programmes. Litigation Management services: To ensure timeous response to claims against and by department in line with relevant legal prescripts. Legislative compliance services: Conduct legislative compliance workshops on legislation affecting the Department. Legal advisory services to legal questions: To provide reactive and proactive advice in relation to legal questions relevant to decision making in the department.
<u>ENQUIRIES</u>	:	Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/257</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057016</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R605 742 per annum, plus service benefits
<u>CENTRE</u>	:	Traffic Law Enforcement Service: Northern Corridor
<u>REQUIREMENTS</u>	:	Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.
<u>DUTIES</u>	:	Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective

and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/258 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057013**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Heidelberg Region (TLES)
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are

filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/259 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057009**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Gauteng Freeway Unit
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond

		to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/260</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: REFS/056999</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R605 742 per annum, plus service benefits
<u>CENTRE</u>	:	Special Law Enforcement Unit
<u>REQUIREMENTS</u>	:	Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.
<u>DUTIES</u>	:	Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

<u>POST 38/261</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: REFS/056995</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R605 742 per annum, plus service benefits
<u>CENTRE</u>	:	Inspectorate
<u>REQUIREMENTS</u>	:	Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.
<u>DUTIES</u>	:	Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/262</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT AND LOGISTICS REF NO: REFS/057141</u> Chief Directorate: Supply Chain Management
<u>SALARY</u>	:	R487 197 per annum, plus service benefits.
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In Supply Chain Management/Logistics/ Transportation Management. 3 years' experience in supervisory/ Logistics Manager/ Transport Officer/

	Transport Admin Clerk. Certificates In Computer Training Course, Call centre, Transport and Fleet Management, Advance Management Development Programme, Monitoring and Evaluation and Fleet Management will be an added advantage. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and Skills: MS Word, MS Excel, MS PowerPoint and MS Outlook: Internet and E-mail. Customer relationship management, ELS and SAP. Interpersonal relations, conflict management, and communications. PERSAL, FLEETMATIC, C VISION and Transport Policy. Interviewing, negotiation and facilitation skills. Inventory policy, cellphone policy and presentation skills. Report writing, computer literacy and advanced driving.
<u>DUTIES</u>	: Manage transport service according to departmental policy. Ensure that the is a vehicle asset register. Monitor vehicle movement. Manage and keep records on accidents. Licensing Department owned vehicles. Verifying and processing the monthly invoice. Compiling Payment for g-flee / stannic. Issuing Trip authority. Booking vehicle for repairs and maintenance. Facilitating the renewal of petrol cards. Processing fuel claims and requesting of new fleet. Receive a requisition and process requisition. Receive and check goods. Capture goods on relevant registers. Return damaged incorrect and substandard goods. Issue goods as required. Stock taking according to stock taking plan. Comparison of stock counted with official records. Capturing Stock count on SAP. Receive a cellphone request and process the request. Cellphone Administration (Blacklisting, Insurance claims and repairing). Processing payment and managing cellphone contracts. Maintaining Cellphone register. Calculate rate per kilo and process the request. Assisting with quotes and receiving applications. Process application, calculate rate per kilo and process the request. Administrate the scheme process (maintenance, repairs and accident). Workshops for users from Head Office and Regional Offices. Provide information and support documentation required by AG and GAS. Advise users procedures and reforms. General supervision of employees. Ensure that all are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage performance, conduct and discipline.
<u>ENQUIRIES</u>	: Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/263</u>	: <u>ASSISTANT DIRECTOR: ROAD SAFETY REF NO: REFS/057035</u> Chief Directorate: Traffic Management
<u>SALARY</u>	: R487 197 per annum, plus service benefits.
<u>CENTRE</u>	: Head Office Johannesburg
<u>REQUIREMENTS</u>	: A Grade 12 certificate plus a relevant tertiary qualification (3-year Diploma/Degree or equivalent). 3 years' experience at administrative/ supervisory level in the field of Road Safety. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Relevant legislative and Policy framework. Knowledge and understanding of Road Safety Plan. Project management. Strategic planning. PSR and PFMA. Understanding of the strategic plan for the department. Knowledge and understanding of departmental strategic priorities and programmes. Records management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management. Projects management. Self-management. Time management. Risk management. Change management. Public Information Management. Networking. Handling pressure. Diversity. Decision-making. Interpersonal relations. Strategic thinking and planning. Probing. Negotiation. Written and oral communication. Report writing. Presentation and facilitation skills. Public speaking.
<u>DUTIES</u>	: Assist to coordinate institutional arrangements for effective implementation of the GSS. Assist with the alignment of Road Safety activities within and outside the Department. Assist with the implementation of road safety strategies as per national department (NDoT) directive to schools and the general public. Ensure Public Education through training of road users and communities with the focus on Community outreach programmes, road shows and promotional projects. Ensure training of all Gauteng educators on road safety education. Assist with coordination and management of Gauteng Pedestrian Management plan with all stakeholders. Development and implementation of the operational plan for

the regional office. Effective performance management and capacity building of the regional staff. Recommend Disciplinary hearing against any Officer under your jurisdiction who is reasonably suspected of having committed an act of Misconduct in the execution of their duties. Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training programme and monitor formal training needs of the unit. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Ensure the management of Performance Management and Development System as per the approved PMDS policy. Ensure proper record keeping of activities of the centre including minutes of every meeting convened. Compile monthly reports and submit. Attend operational meetings and any other meeting as required by strategic leadership. Manage assets as per inventories of the centre. Ensuring appropriate use of all facilities. Ensure effective loss control measures are in place to address loss of equipment's. Monitor vehicle costs for costs for the station/centre and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Coordinate stakeholder relations with other state departments, NGOs, Road Safety Officials and Law enforcement agencies (LEAS). Identify relevant risks. Develop plan to address risks. Implement and monitor risk plan. Monitor monthly expenditure and inspection reports from Province and implement corrective action in problem areas. Regular budget and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding financial queries within provided time limits. Monitor and manage the procurement needs of the centre. Evaluate progress. Coordinate Road Safety projects with regional team leaders. Draft business plans for the project. Draft an activity plan/detailed work plan. Manage project budget and procurement process. Ensure effective implementation of the respective project activities. Compile monthly project progress report on status. Engage with various role players on project implementation. Encourage road user compliance to road rules. Coordinate formal, informal and non-formal education and communication through projects and programmes targeting the categories of road users in order to change their behaviour and attitudes and increased knowledge and skills. Identify and engage key stakeholders in road safety promotion initiatives. Establish partnerships with relevant departments, local government etc. to foster mutual relations and pursue common interests. Participate in the communication forum for Law Enforcement Agencies.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/264 : **ASSISTANT DIRECTOR: SERVICE LEVEL AND ICT PROJECT MANAGEMENT REF NO: REFS/057065**
Chief Directorate: Information Communication Technology

SALARY : R487 197 per annum, plus service benefits
CENTRE : Head Office Johannesburg X 01
REQUIREMENTS : Matric Grade 12, plus two (03) year National Diploma in ICT or Bachelor's degree in ICT (computer science or informatics). 3 years' experience at administrative/ supervisory level in similar position, Experience in managing and monitoring service performance. ITIL Certificate will serve as a strong advantage. A valid code 8/10 driver's license. No criminal record or any cases pending against you. Knowledge and Skills: Development and implementation of IT policies and procedures. CoBIT and ITIL knowledge beyond theory. He/she has participated in specific education about how to apply Understanding project management principles and best practices. Understanding different IT processes. Relevant Public Service Regulations. Geographical distribution of departments and composition thereof. Understanding Provincial and SITA procurement model. Understanding of expectations of customers. Knowledge of SLAs Management. A good understanding of the organization's business and how IT contributes to it. Skills: Very strong communication skills: oral, written, presentation, facilitation. Ability to think and act both strategically and tactically. Technical understanding with ability to translate into business concepts, ITIL best practices, Credibility and trust; ideally has earned the respect of IT managers and other business

	managers at all levels. Ability to work under fire; handle stressful situations in a calm manner. Relationship management and conflict resolution skills. The ability to bring together and work with a team of people with varied backgrounds business analysts, technical experts, process owners - to articulate and remedy service level issues. A good understanding of the organization's IT infrastructure, services provided and customers/users. Patience, tolerance, resilience. Statistical, numerical and analytical principles and processes. Innovative thinking with service quality.
<u>DUTIES</u>	: Manage ICT Service: Ensure effective, efficient and reliable ICT services by: Identify IT services and service requirements, initiate service improvement actions. Define, build and manage the IT service catalogue. Effective management of contracts: Identify underpinning contracts service requirements, define build and negotiate service level agreements. Analyses and reviews all achieved service level agreement levels and conducts comparison with the SLA, monitor and manage service targets. Monitor and mitigate all ICT risks. Oversee regular audits performed to determine the efficiency and effectiveness of the SLA process. Coordinate and Facilitate ICT Projects: Develop and implement ICT Projects Methodologies. Monitor all ICT Projects by: Development, maintenance and monitoring of projects schedules, ensuring that agreed time frames are met and in the line with the expectations of the client. Track progress against projects and release plans, assess the performance of the assigned resources, ensure that technical issues are resolved in a timely manner. Manage resources (human, financial, equipment/assets): Responsible for coaching, disciplining and mentoring of the staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the sub section budget and expenditure. Coordinate the compilation of the various reports and statistics for the section. Manage leave of sub-ordinates.
<u>ENQUIRIES</u>	: Mr. Tshidiso Chabane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/265</u>	: <u>ASSISTANT DIRECTOR ENTERPRISE RISK MANAGEMENT REF NO: REFS/057031 (X2 POSTS)</u> Chief Directorate: Risk Management
<u>SALARY</u>	: R487 197 per annum, plus service benefits
<u>CENTRE</u>	: Head Office Johannesburg
<u>REQUIREMENTS</u>	: Matric plus 3-year relevant National Diploma/Degree in Risk Management/ Internal Auditing/ Financial Accounting. (SAQA NQF level 6/7) and 3-year relevant experience. 3 years' experience at administrative/ supervisory level. No criminal record or any cases pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Knowledge of Risk Management Policies and Frameworks. Relevant legislations relating to Risk Management and understanding of the Department's strategic objectives. Records Management, Report writing, Problem solving and analysis. Knowledge management, Change management, Business Continuity Management, Communication, Negotiation and Computer literacy. Attributes: Professionalism, Efficient and effective, Accessible. Team player, Customer focused, Proactive and resourceful. Quality oriented, Responsive, People oriented. Attention to detail, honesty and integrity.
<u>DUTIES</u>	: To supervise and implement the risk management framework in the organisation: Participate in the development of the risk management framework. Implement the risk management plan, Support the establishment of the risk management philosophy and culture in the organisation. Advocate and promote risk management in the organisation (awareness activities), Risk maturity-data gathering and quality review, Capacity building (training and development). Develop and maintain stakeholder and client relationships Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information, Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks, Analysis of risks, Risk evaluation, Risk response, Compile risk profile (ensure and maintain risk register. Compile reports as required, Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities

		to address risks as agreed on Revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/266</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057004 (X2 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Soweto Region (TLES)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/267 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057005**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Johannesburg (TLES)
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/268 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057010**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Bronkhorstspuit Region

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.
<u>ENQUIRIES</u>	:	Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/269</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057015</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Springs Region
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing.

DUTIES

Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES

: Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/270

: **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057018**
Chief Directorate: Traffic Management

SALARY **CENTRE** **REQUIREMENTS**

: R413 001 per annum, plus service benefits.
: Heidelberg (Traffic Law Enforcement Services)
: Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES

: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free

flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/271 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057019**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Gauteng Freeway Unit
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing and Reporting Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control

management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS and PIs. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES

: Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/3723/ 3847

POST 38/272

: **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057021**
Chief Directorate: Traffic Management

SALARY **CENTRE** **REQUIREMENTS**

: R413 001 per annum, plus service benefits.
: Escort Unit
: Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES

: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (PIs) production, including statistics of production of SPIS

and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor the plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/273 : **SENIOR HR PRACTITIONER REF NO: REFS/057032**
Chief Directorate: Corporate Management Services

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate plus a bachelor's degree in public administration or NQF level 6. 3-5 years' experience in Records Management. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Treasury regulations. Understanding of different project management principles. Relevant legislation and public service regulations. Understanding DCS related projects. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Labour relations concepts, theories, prescripts and legislation. Project management methodologies. Business performance management. Stakeholder relationship management. Policy development analysis and application. Negotiation skills.

DUTIES : Develop a control register and ensure that all correspondence received is registered and dispatched accordingly. Prepare documentation received on a daily basis and ensure filing according to Departmental file plan and National Archive Act 43 of 1996. Prepare filing of all documents and punching to the relevant box files. Ensure confidentiality of live and archived files according to the Minimum Information Security Standard of 2000. Implement proper HR filing systems. Store HR files as informed by departmental archiving guidelines. Monitor and evaluate trends and patterns of Departmental Personnel Record Management systems and report deviations. Implement and identify records management policies gaps. Benchmark, analyse trends and practices. Prepare reports for various strategic reporting. Collect payslips for all normal and supplementary runs. Sort and distribute payslips to various officials. Distribute payroll and payroll certificates for signing by relevant authority in line with Treasury Regulations. File all correspondence relating to payroll. Collect and distribute IRP5s and file them on an annual basis. Prepare reports for various strategic reporting. Develop a database for all HR queries received. Register all queries received in the HR database. Allocate all enquiries according to complexity. Facilitate timeous responses to clients. Where necessary escalate complex queries for urgent intervention and possible resolution. Prepare incoming and outgoing correspondence for all correspondence received. Facilitate reports for various strategic reporting. Coach and mentor staff members. Co-ordinate the development of operational plans, alignment of performance contracts, monitoring and evaluation. Submit inputs for drafting of unit budget. Supervise utilisation of sub-section budget and expenditure. Submit inputs the compilation of various reports and statistics for the sub-section. Supervise staff related matters e.g. leave and conflict.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

<u>POST 38/274</u>	:	<u>SENIOR VEC COORDINATOR REF NO: REFS/057037</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Grade 12 certificate Bachelor's Degree: preferably Social Sciences / Community Development as recognized by SAQA. 2 - 3 years' working experience in Victim empowerment Field. A valid driving license. No criminal record or any pending cases against you. Knowledge and Skills: Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of the National Strategic Plan on Gender Based Violence and Femicide and the department Crime Prevention Strategy. Knowledge of the National Crime Prevention Strategy skills. Statistical analysis. Adaptation to change management. Report writing. Conflict management. Presentation skills. Be able to work under Pressure, Team worker, Flexible/change oriented, Problem-solving ability, Responsive, Interpersonal relations, Customer focus, Credible.
<u>DUTIES</u>	:	Coordinate the implementation of the Green Door and Floor Management programme in line with the APP and AOP. Coordinate the Recruitment, Screening and contracting of the Floor managers and green door Ambassadors. Conduct assessments on functionality of the green doors and floor management program in-line to the service delivery plan. Screen potential green door ambassadors and Floor managers. On tracting and induction of green door ambassador and Floor managers. Establish and enhance stakeholder relations for effective referral matrix. Render support services to green door ambassadors and floor managers on their day-to-day services/ duties at service sites. Provide administrative support to green door and Floor managers with logging cases on the occurrence book and referral register. Conduct announces and unannounced weekly to monthly site visits to ensure compliance and optimal functionality. Regularly provide debriefing sessions to green door ambassadors and Floor managers. Regularly attend and participate at the VEP regional forum meeting presenting the Victim empowerment services. Showcasing of Green door and Floor managers services. Organize and set up the Training for Floor managers and green door ambassadors Participating during the Annual Upskilling programme for LEA on Gender based violence (consolidation and submission of accurate corridors Policing precinct attendees list) Facilitate quarterly workshops and marketing sessions for Floor managers and green door ambassadors. Provide logistics and administrative support before, during and after the training scheduled. Participate during the service delivery improvement plan. Regularly engage with SAPS personnel and CPF for purposes of tracking and monitoring the work of floor managers as the deployed policing precincts. Monthly submission of evidence and back to office reports. Compilation of cover report and stakeholders' minutes as part of evidence. Quality Check and assessment of submitted evidence and the reporting templates utilized by the Floor managers and green door ambassadors. Establish and enhance stakeholder relations for effective referral matrix. Produce database of GBVF victims supported and link victims to further professional support services. Uploading of scanned OB copies (Collating, compiling of files and verification) Attending a scheduled monthly and quarterly evidence verification processes.\Ensure that the database of green door ambassadors and Floor managers is up to date.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/275</u>	:	<u>ADMINISTRATIVE OFFICER SENIOR REF NO: REFS/057024</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognized bachelor's degree in, preferably, the social sciences or research. At least 2-3 years' experience in primary and secondary research. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and appreciation of concepts and application of research methodologies and tools. Knowledge and appreciation of best practices/benchmark, service standards and customer care. Research skills. statistical analysis skills. Logical and

		methodical. Report writing. Project management skills. Communication skills. Listening skills. Numerical skills. Computer skills.
<u>DUTIES</u>	:	Develop proposal on niche area research. Conduct a literature review. Develop data collection instruments and collect data. Undertake niche area research in law enforcement agencies. Compile research reports with findings. Undertake an assessment of community safety models. Conduct a literature review. Develop a research proposal. Develop data collection instruments. Compile research reports with findings. Gather information on the repository on research products. Provide logistical support on the dissemination of research results.
<u>ENQUIRIES</u>	:	Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847.
<u>POST 38/276</u>	:	<u>SENIOR COMMUNITY POLICE RELATIONS OFFICER REF NO: REFS/057020</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Southern Corridor
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant B Degree / equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 2-3 years relevant experience in provincial secretariat/police secretariat environment. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Departmental policies and procedures. Relevant public service regulations. Gauteng Safety Strategy. Reporting procedures. Information system. SAPS Act, Regulations and Amendments. SA Constitution. Interpreting & Evaluating Information. Verbal and written communication. Organizing/ maintaining information. Communicating information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Teamwork and Discipline.
<u>DUTIES</u>	:	Facilitate the improvement of relations between the community and LEAS at cluster level (SAPS, Metro Police, District Municipal Police, and DCS Traffic Officers. Develop, support and capacitate community safety structures at cluster. Maintain database of community patrollers per cluster. Monitor and report on performance of patrollers deployed on hotspot per cluster. Facilitate departmental campaigns (take charge campaigns & community outreach programs).
<u>ENQUIRIES</u>	:	Call Ms. Dolly Seboane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/277</u>	:	<u>SENIOR ADMIN OFFICER: BUSINESS ANALYST REF NO: REFS/057017</u> Chief Directorate: Information Communication Technology
<u>SALARY</u>	:	R413 001 per annum, plus service benefits.
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) in ICT (Computer science or Informatics), Business Analysis certificate will serve as a strong advantage. Minimum of 2-3 years' experience in similar position. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: System development Cycle. Business analysis techniques. Knowledge and understanding of different IT processes. Relevant Public Service Regulations. Understanding of expectations of customers. A good understanding of the organization's business and how IT contributes to it. Very strong communication skills: oral, written, presentation, Facilitation. Requirements elicitation and documentation. Technical understanding with ability to translate into business concepts. Feasibility studies. Ability to work under fire; handle stressful situations in a calm manner. Relationship management and conflict resolution skills. The ability to bring together and work with a team of people with varied backgrounds technical experts and process owners. A good understanding of the organization's IT infrastructure, services provided and customers/users Business process Reengineering. Statistical, numerical and analytical principles and processes. Innovative thinking with service quality, and its improvement, within limits of costs and business Testing against Requirements. Object and Structured Analysis. Project management. System specification. Business performance Management. Customer relationship Management. Technical credibility.

<u>DUTIES</u>	:	To analyse the various requirements of the organization and to bridge the gap between Business and Information and Communications Technology (ICT). Planning strategically - The analysis of the organisation's strategic business needs. Operating/Business Model Analysis - The definition and analysis of the organization's policies and market business approaches. Identify new business opportunities. Conduct feasibility studies. analyse users' needs to be able to conceptualize, maintain and document programs and applications. Requirements elicitation and documentation. Develop project proposal. Develop business case. IT/Technical business analysis - the interpretation of business rules and requirements for technical and business systems. Process definition and design. Process identification and process modelling. The business process modelling and design. Solution assessment and validation through verification of the correctness of a proposed solution, support the implementation of a solution and assess possible shortcomings in the implementation. continuous process improvement.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/278</u>	:	<u>SENIOR PROVINCIAL INSPECTOR REF NO: REFS/057011 (X3 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R338 106 per annum, plus service benefits
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or higher education. 3-5 years practical experience as PI. valid driving license-code B. Basic traffic diploma or equivalent qualification. No criminal record or pending case against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Language. Good verbal and written communication skills. Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement document. Knowledge of Firearm and Ammunition Act. 60/2000. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Operational guidelines on law enforcement equipment. Records management. Resource management. Customer relationship management. Literacy (Written and verbal communication skills in at least two of the provincial languages. Conflict resolution skills. Driving skills. Negotiation skills. Interpretation skills. Legal evidential skills Observation skills. (moving violations/defects). Ability to work under pressure. Mentoring & coaching skills.
<u>DUTIES</u>	:	Management and supervision of subordinates (People Management). Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic Policing projects and speed testing operations. Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Enforce road traffic, public passenger, transport and other relevant legislation. Implement planned approved traffic law enforcement activities. Ensure free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers license and Motor vehicle and monitor compliance at Driver License Testing Centres (DLTC) and vehicle testing stations (VTS). Conduct Learner and Driver License Test. Conduct vehicle road worthy test. Monitor Compliance of DLTC and VTS. Provide visible

traffic control/policing and promote ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorist and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e damaged road surfaces, breakdown of vehicles) Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operation plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain Professional corporate image of Directorate: Traffic Law enforcement. ASSESS ROAD CONDITIONS. Identification of Hazardous area and drafting of reports on conditions of roads. Monitor traffic volumes. Participate in road safety programmes. Development of pedestrian projects. Mentor and Coach Provincial Inspectors on Probation and appointed PIs. Facilitate training and development of PIs on probations. Assess competencies of PIs on probation. Mentor appointed PIs on further development needs.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/279 : **SENIOR PROVINCIAL INSPECTOR REF NO: REFS/057000**
Chief Directorate: Traffic Management

SALARY : R338 106 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : A grade 12 certificate or higher education. 3-5 years practical experience as PI. valid driving license-code B. Basic traffic diploma or equivalent qualification. No criminal record or pending case against you. . Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Language. Good verbal and written communication skills. Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement document. Knowledge of Firearm and Ammunition Act. 60/2000. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Operational guidelines on law enforcement equipment. Records management. Resource management. Customer relationship management. Literacy (Written and verbal communication skills in at least two of the provincial languages. Conflict resolution skills. Driving skills. Negotiation skills. Interpretation skills. Legal evidential skills Observation skills. (moving violations/defects). Ability to work under pressure. Mentoring & coaching skills.

DUTIES : Management and supervision of subordinates (People Management). Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, Identify and advise management on hazardous locations. Participate in traffic Policing projects and speed testing operations. Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Enforce road traffic, public passenger, transport and other relevant legislation. Implement planned approved traffic law enforcement activities. Ensure free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers license and Motor vehicle and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle

Testing Stations (VTS). Conduct Learner and Driver License Test. Conduct vehicle road worthy test. Monitor Compliance of DLTC and VTS. Provide visible traffic control/policing and promote ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorist and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operation plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain Professional corporate image of Directorate: Traffic Law enforcement. Assess Road Conditions. Identification of Hazardous area and drafting of reports on conditions of roads. Monitor traffic volumes. Participate in road safety programmes. Development of pedestrian projects. Mentor and Coach Provincial Inspectors on Probation and appointed PIs. Facilitate training and development of PIs on probations. Assess competencies of PIs on probation. Mentor appointed PIs on further development needs.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/280 : **COMMUNICATION OFFICER REF NO: REFS/057040**
Chief Directorate: Corporate Management Services

SALARY : R338 106 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate plus a Degree / Diploma in Corporate Communication / Communication / Public Relations computer literacy. Understanding of communications, communication research, and government communication will be an advantage. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. No criminal record or any pending cases against you. Knowledge and Skills: Relevant legislation and public service regulations. Relevant Traffic and Safety legislations and GPG legislation. Understanding of the department's strategic objectives. Knowledge of political and parliamentary processes. Knowledge and understanding of departmental strategic priorities and programmes. Knowledge and understanding of the target market various Gauteng community needs and challenges. Intergovernmental and Stakeholder relations management. Knowledge of advertising and promotions. Knowledge and information management. Project management. Problem solving Written and verbal communication skills. Computer literacy. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Events management skills.

DUTIES : Market departmental projects and programmes. Organise exhibitions on various departmental programmes and events. Promote the department's brand on safety and security projects. Conduct onsite visits to communities to identify information needs. Coordinate meetings with departmental stakeholders for marketing purposes. Ensure public access to departmental information at Multi-Purpose Centres around the province. Collate feedback on impact of marketing campaigns of the department. Support departmental events organised both internally and externally. Coordinate and manage exhibitions. Undertake tasks as delegated by programme coordinator. Attend Stakeholder meetings for planning events. Compile the portfolio of evidence. Circulate internal information to staff. Support with branding on all departmental events. Write articles for the departmental newsletter.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/281 : **ADMINISTRATION OFFICER REF NO: REFS/057034**
Chief Directorate: Traffic Management

SALARY : R338 106 per annum, plus service benefits
CENTRE : Northern Corridor
REQUIREMENTS : Grade 12/matric. Three-year experience in Administration/Auxilia services or relevant field. No criminal record or any cases pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Planning, Organising,

	Customer service, Service delivery, Communication, Computer literacy, Administration Skills, Record keeping, Inventory management.
<u>DUTIES</u>	: Assist the manager with report writing for the office. Design administrative systems for the office. Maintain an effective and efficient records management. Coordinate filing of documentation, correspondence. Oversee all administrative tasks in relation to Traffic Management. Supervise all administration staff. Assist the manager with report writing for the office. Ensures the safekeeping of all documentation are in line with relevant legislation and policies. Renders administrative support services- Ensures the effective of information and documents to and from the office. Responds to enquiries received from internal and Head Office. Handle the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit. Obtains the necessary signature on documents like procurement advice and monthly salary report. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role-players, follow-up on progress made. Drafts documents as required. Collects, analyses and collates information requested by the unit.
<u>ENQUIRIES</u>	: Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/282</u>	: <u>PNA2 PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: REFS/056984</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	: R337 359 per annum, plus service benefits
<u>CENTRE</u>	: Braamfontein
<u>REQUIREMENTS</u>	: A Grade 12 and a relevant Basic R425 qualification i.e. Diploma/Degree in Nursing (NQF level 7) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Where applicable completion of community service. No criminal record or any cases pending against you. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Care Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Good Communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking skills, Problem solving skills, Information Management Knowledge Management, Planning & Organising, Computer Literacy.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care): Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user's belief. Implement standards, practices, criteria and indicators for quality nursing (quality of practice): Maintain a plan to improve the quality of nursing and health care. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Perform or carry out interventions ranging from personal care with active involvement of patients and other members of the team. Develop and document interventions and progress of patients to facilitate continuity of care.

Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care: Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Implement patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Contribute to the education and professional development of students. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. Maintain a constructive working relationship with nursing and other stakeholders: Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Communicate with the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes.

<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/283</u>	:	<u>PROVINCIAL INSPECTOR REFS/057014 (X2 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Gauteng Freeway Unit
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 1 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance with DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs.

<u>ENQUIRIES</u>	:	Promote effective and efficient delivery service to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement. Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/284</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/056983 (X2 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Croesus Region
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/285</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/056992</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Soweto Region (Transport Inspectorate)
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow

of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/286 : **PROVINCIAL INSPECTOR REF NO: REFS/056993**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Mabopane (Transport Inspectorate)
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

<u>POST 38/287</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/056994</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Wadeville Region
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/288</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057006</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Heidelberg Region/District (TLES)
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort

		abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/289</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057007</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Merafong Region: Law Enforcement Services
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/290</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057012</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Merafong Region: Transport Inspectorate

<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/291</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057014 (X2 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Gauteng Freeway Patrol
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of

		DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/292</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057026</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Saturation Unit
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/293</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057027 (X2 POSTS)</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Croesus
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport

		policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/294</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/057008</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Vereeniging Region (TLES)
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of

		vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/295</u>	:	<u>PROVINCIAL INSPECTOR REF NO: REFS/056994</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R280 278 per annum, plus service benefits
<u>CENTRE</u>	:	Wadeville Region
<u>REQUIREMENTS</u>	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negotiations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane 011 689 3845/ 3723/ 3847
<u>POST 38/296</u>	:	<u>ADMINISTRATION CLERK REF NO: REFS/056969</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R237 453 per annum, plus service benefits
<u>CENTRE</u>	:	Head office: Central Corridor
<u>REQUIREMENTS</u>	:	A Grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and

statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/297 : **ADMINISTRATION CLERK REF NO: REFS/056958**
Chief Directorate: Traffic Management

SALARY : R237 453 per annum, plus service benefits
CENTRE : Far East Rand Regional Office
REQUIREMENTS : A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/298 : **ADMINISTRATION CLERK REF NO: REFS/056971 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R237 453 per annum, plus service benefits
CENTRE : Administrative Support Services (Northern Corridor)
REQUIREMENTS : A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge.

<u>DUTIES</u>	:	Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.
	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/299</u>	:	<u>ADMINISTRATION CLERK REF NO: REFS/056966</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R237 453 per annum, plus service benefits
<u>CENTRE</u>	:	Security Management: Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/300</u>	:	<u>SECRETARY LEGAL SERVICES REF NO: REFS/056961</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R237 453 per annum, plus service benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or any pending cases against you. Knowledge and Skills: Language skills and the

		ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/301</u>	:	<u>SECRETARY SECURITY AND FACILITY REF NO: REFS/056975</u> Chief Directorate: Corporate Management Services
<u>SALARY</u>	:	R237 453 per annum, plus service benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or any pending cases against you. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide clerical support to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/302</u>	:	<u>SECRETARY REF NO: REFS/056967</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	:	R237 453 per annum, plus service benefits
<u>CENTRE</u>	:	Southern Corridor
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or

		any pending cases against you. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, refreshments, etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847 (During office hours 08:00am to 16:00pm).
<u>POST 38/303</u>	:	<u>RECEPTIONIST REF NO: REFS/056955</u> Chief Directorate: Provincial Secretariat
<u>SALARY</u>	:	R201 093 per annum, plus service benefits
<u>CENTRE</u>	:	Braamfontein
<u>REQUIREMENTS</u>	:	NQF level 4. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and skills: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.
<u>DUTIES</u>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to the office of the executive authority. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Coordinate the diary of the executive authority. Compile schedules of appointments for the executive authority. Maintain and control visitor register.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
<u>POST 38/304</u>	:	<u>GROUNDSMAN REF NO: REFS/056950</u> Chief Directorate: Traffic Management
<u>SALARY</u>	:	R170 226 per annum, plus service benefits
<u>CENTRE</u>	:	Southern Corridor
<u>REQUIREMENTS</u>	:	NQF level 4. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and skills: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.
<u>DUTIES</u>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to the office of the executive authority. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Coordinate the diary of the executive authority. Compile appointment schedules for the executive authority. Maintain and control the visitor register.
<u>ENQUIRIES</u>	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx
<u>FOR ATTENTION</u>	:	Human Capital management
<u>CLOSING DATE</u>	:	09 November 2026
<u>NOTE</u>	:	Applications must be submitted on a duly online completed Z83 form It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities, and they will be exempted from a driver's license requirement. Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx and it should be accompanied by a most recent Z83 form which may be obtained from any Public Service Department or on the internet at www.gov.za/documents . and comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity will be submitted upon request (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. The certificate for entry into SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Preference will be given to female applicants for SMS posts. 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. The Selection panel shall score both technical exercises as an additional criterion in the interview process. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Failure to comply with the above instructions of specifically attaching a recent Z83 and a comprehensive CV will result in applications being disqualified.

MANAGEMENT ECHELON

<u>POST 38/305</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/057044</u> Chief Directorate: Corporate Management
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7 as recognised by SAQA in Human Resource Management/Public Management/Business Management or relevant qualification. Coupled by a minimum of 5 years' experience at a Middle /Senior Management level in Human Resource Management in the Public Service. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge and understanding of legislative and Policy framework governing the Human Resource Management in the Public Service. Knowledge and understanding of Human Resources Mechanisms, Institutional processes and systems regulating the practice of Human Resources in the Public Service. Knowledge and understanding of Departmental Strategic focus and Human Resource priorities, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and

	Customer Focus, Communication, and Honesty and Integrity. A valid driver's licence.
<u>DUTIES</u>	: Organisational Development and Change Management: Lead organisational design, structure and post establishment management, job evaluation, job profiling, business process mapping and work-study investigations. Develop and implement organisational change interventions, human resource plans and policies aligned with departmental priorities and available resources. Human Capital Planning and Talent Management: Provide strategic leadership in workforce planning, recruitment, selection, retention, career development, succession planning and employment equity. Oversee talent management and development programmes, including training, bursaries, learnerships, internships, mentorship, and leadership development. Direct the implementation of the departmental Human Resource Plan, Human Resource Development Strategy and Workplace Skills Plan. Oversee remuneration, conditions of service, personnel administration, and human resource information systems. Performance Management and Development: Lead the implementation and monitoring of the Performance Management and Development System (PMDS), including performance assessment, moderation, reporting, recognition and management of underperformance and disputes. Utilise performance information to inform talent development, accountability, and organisational effectiveness. Employee Relations, Health, and Wellness: Provide strategic oversight of labour relations, grievances, disciplinary processes, collective bargaining, negotiations, and dispute resolution. Direct employee health and wellness programmes and oversee the implementation of occupational health, safety, and environmental management initiatives. Strategic Leadership, Governance and Resource Management: Provide strategic and operational leadership to the Directorate, ensuring achievement of performance targets and compliance with applicable legislation, policies, and public service prescripts. Manage the Directorate's budget, human resources, performance, skills development, leave administration and internal controls. Oversee audit findings, risk management and corrective actions to strengthen governance and accountability. Develop employees, manage workplace conflict, and promote ethical conduct and a high-performance culture. Provide strategic advice to departmental leadership on organisational effectiveness, workforce capability, talent management, employee relations and human capital risks to enhance institutional capacity and service delivery.
<u>ENQUIRIES</u>	: Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/306</u>	: <u>DIRECTOR: TRADITIONAL INSTITUTIONAL MANAGEMENT REF NO: REFS/057047</u> Chief Directorate: Intergovernmental Relations and Traditional Institutional Management
<u>SALARY</u>	: R1 317 384 per annum, (all-inclusive package)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: Matric plus NQF Level 7 as recognized by SAQA in Development studies or relevant qualification. Coupled by 5 years' experience at a Middle /Senior Management level in Traditional and Khoisan Institutional Management. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. A Certificate of Competency, issued by a recognised Senior Traditional Leader, as a male or female initiate, will be an added advantage; being a South African Citizen and having a valid driver's licence is a requirement. Competencies: Knowledge and understanding of Customary Initiation Act, Policy guidelines, Policy development, Legislation development and implementation, Institution of Traditional Leadership, Customary Initiation, Public Finance Management Act and Public Service Processes. A valid driver's license.
<u>DUTIES</u>	: Provide good governance and financial management support to Traditional and Khoisan institutions: In collaboration with the traditional councils develop annual budgets, cashflow projections and facilitate payments in accordance with the PFMA and its regulations against the agreed budget. Review quarterly financial reports, bank statements and performance reports. Ensure that traditional councils and the local house sit at least once a quarter. Review the minutes of traditional council and meetings of the local house and assist the institutions in implementing the resolutions. Ensure that the code of conduct

for traditional leaders, traditional councils and the local house is adhered to in accordance with the TKLA. Provide support to Traditional and Khoisan communities with rural development initiatives and land administration services. In collaboration with the traditional council, community and leader identify projects and programmes that aligns to the support framework from the Department of Agriculture. Support traditional communities, councils and leaders in their land claims or restitution programmes. Ensure land administration in the traditional councils are aligned to the legislative frameworks, set up systems for land administration in the traditional communities and councils; and ensure the traditional councils implement and support government programmes relating to rural development and land administration. Establish, support, and monitor the provincial initiation coordinating committee: Establish the Provincial Initiation Coordinating Committee as prescribed in legislation. Establish the Provincial Initiation Monitoring Team in line with legislative prescripts. Provide financial and administrative support to the Provincial Initiation Coordinating Committee and the Provincial Initiation Monitoring Team in line with legislative prescripts. Ensure regular training and development of the Provincial Initiation Coordinating Committee, Provincial Initiation Monitoring Team, traditional surgeons, and principals. Provide secretariat support to the Provincial Initiation Coordinating Committee and the Provincial Initiation Monitoring Team regarding coordination of meetings, minute taking and the implementation of resolutions; and Develop systems of the applications received, approved, and rejected. Establish and implement the recommendation of the commission on traditional leadership, disputes, and claims: In collaboration with the Office of the Premier, establish a Commission on Traditional Leadership Disputes and Claims, by ensuring the establishment is published in a government gazette, the Premier approves the recommended commissioners, and their terms of reference is spelt out and published. Ensure the systems for the payment of commissioners is developed and approved by the Head of Department. Provide secretariat support to the commission by facilitating hearings, minuting the meetings of the commission, and recording the hearings. Register all claims and disputes presented to the Department and communicate with the applicants confirming receipt of the applications, advising them of the process to be followed and communicating the hearing dates. Implement the recommendations of the commission in line with the legislative requirements; and ensure that all traditional leaders recognised through this process is published in a provincial gazette and certification issued in line with legislative prescripts. Establish and support traditional and Khoi San leaders houses and councils to perform the legislative functions: Ensure members of the traditional council, local houses, and the provincial house complies with the legislative requirements for sitting in these structures. Establish traditional councils, local houses, and a provincial house in line with legislative prescripts. Ensure that a Magistrate or Judge swears in traditional councils, local houses, and the provincial house before commencing their duty. Provide financial and administrative support to the traditional councils, local and provincial houses in line with legislative prescripts. Provide training and development support to the local and provincial houses in line with the legislative prescripts. Provide infrastructure and tools of trade for the traditional councils, local houses, and the provincial house in line with legislative prescripts. Ensure traditional councils, local houses, and the provincial house sits at least once a quarter, that their meetings are minuted and resolutions implemented. Ensure that the Provincial and Local houses contribute to legislation, municipal by-laws and policy development that affects rural development, land administration and traditional communities. Ensure that traditional councils, local and provincial houses support government programmes; Ensure that the Provincial and Local houses provide annual reports to the Provincial Legislature and the municipal council. Ensure compliance with the Traditional and Khoisan Leadership Act and the Customary Initiation Act: Facilitate the establishment of traditional councils through hosting free and fair elections. Ensure that areas of jurisdiction, recognition of traditional leaders and the establishment of traditional councils are published in a government gazette in line with legislative prescripts. Support traditional councils to manage their finances and perform their administrative functions through training and development, infrastructure support, tools of trade and funding. Ensure the memorandum of agreement is adhered to by both traditional councils and ensure that expenditure is in line with the agreed budget. Ensure that traditional councils enter sound

partnerships with government, civil society organisations and the private sector. Disestablish traditional authorities in line with legislative prescripts. Ensure that traditional leaders are recognised in line with the legislative prescripts, participate in municipal councils in line with the Municipal Structures Act. Review and align provincial legislation to that of the TKLA by preparing a provincial policy framework that EXCO adopts, consult drafting legislation with interested and affected parties, and ensure that the bill follows the legislative programme before being enacted. Establish a database of principals, surgeons, and initiates for each initiation season. Monitor initiation schools during the initiation season to ensure legislative compliance and close customary initiation schools that do not comply. Collaborate with the Departments of Health, Community Safety, Education and Social Development to ensure compliance with related legislation and ensure that the health and social well-being of initiates is protected. Collaborate and support municipalities in the implementation of the Customary Initiation Act; and facilitate regular awareness-raising programmes at the community level targeting parents and initiates. Management of Directorate: Manage and solve conflict within Directorate. Manage the Budget of the Directorate. Manage the skills development plan of the Directorate. Manage the PMDS of the Directorate. Manage the leave management of the Directorate and Manage the audit finding and queries of the Directorate.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

OTHER POSTS

POST 38/307 : **DEPUTY DIRECTOR: IDP COORDINATION REF NO: REFS/057049**
Directorate: IDP Coordination

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 in Town and Regional Planning, Development Studies, Development Planning, Monitoring and Evaluation, Public Management, or relevant qualification as recognised by SAQA. Coupled with 3-5 years of experience at a supervisory (ASD) level either at municipal or provincial/national level or a combination of these and, preferably in the Integrated Development Planning, intergovernmental planning, spatial planning, or related field. Competencies: Personal and corporate leadership skills, Interpersonal relations, Analytical Thinking, Research skills, Facilitation and presentation skills, Project Management, Assertiveness, Computer skills, Conflict resolution skills, Networking skills, Negotiation skills, Teamwork, Work independently and Planning and organizational skills. A valid driver's licence.

DUTIES : Facilitate and coordinate the development and implementation of credible IDPs in municipalities: Provide technical, strategic support and monitoring towards the development of compliant IDPs. Facilitate the Integrated Development Planning Process on behalf of the MEC for COGTA in the Gauteng City Region. Facilitate the compliance, credibility, and implementation of Municipal IDPs as per legislation (Municipal Systems Act of 2000). Facilitate broad sectoral engagements to coordinate joint planning and collection of community needs by Municipalities as well as ensure that they are incorporated into municipal and provincial plans. Facilitate the process of submission of final IDPs to Municipal Council for approval before submission to COGTA. Ensure the circulation and incorporation of gazetted GPG projects in Municipal Final IDPs. Ensure alignment of Municipal IDPs with DDM. Conduct analysis on Municipal Process Plans. Facilitate engagements for the Provincial IDP Managers Forum. Facilitate and ensure the coordination of alignment of municipal IDPs to National and Provincial priorities and plans: Facilitate and coordinate sectoral support to ensure that Municipal IDPs are reflective of both National and Provincial priorities. Facilitate the alignment of provincial plans to municipal community needs. Ensure the review and implementation of provincial IGR calendar. Mobilise provincial and national sector departments to participate in municipal IDP Processes. Coordinate the inputs of sectoral departments and SOEs into the development of the Provincial IDP Analysis Framework. Prepare EXCO submission on the findings of IDP assessment. Develop, implement, and review the Intergovernmental Planning Framework. Represent the department at the National IDP Coordinators Forum and report thereof and share best practice to the forum. Coordinate the development, implementation, and review of DDM One Plans across the Gauteng City Region: Coordinate

		and participate in the DDM IGR Coordinating platforms. Ensure DDM is incorporated in provincial and municipal plans. Facilitate necessary engagements with relevant GPG sector departments. Management of staff: Manage human resource in relation to all IDP and DDM work. Management of staff leave through ESS. Facilitate and coordinate the mid-year and final year performance reviews of staff. Report on ad-hoc activity management. Facilitate the execution of all non-contracted work activities as and when requested by the authorities. Prepare reports and minutes for meetings and workshops attended. Participate in the Bid Evaluation Committee sittings for selection of bidding applicants, where necessary. And prepare Service Level Agreements for approved projects where necessary.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/308</u>	:	<u>DEPUTY DIRECTOR: CAPACITY DEVELOPMENT REF NO: REFS/057051</u> Directorate: Capacity Development
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF Level 7 in Human Resource Development / Human Resource Management / Industrial Psychology or relevant qualification as recognised by SAQA. Coupled with 3-5 years of experience at a supervisory (ASD) level in Human Resource Development / Capacity Building environment. A Skills Development Facilitator and Education Training and Development Practitioner Certificates will be an added advantage. Competencies: Strategic Thinking, Stakeholder management, Conflict Management, Communication, Project Management, MS office, Report Writing, Budget Management, Leadership, capability and strategic thinking, Interpersonal skills, Supervisory Skills, Planning and Organizing, Risk Management and Problem Solving. A valid driver's licence.
<u>DUTIES</u>	:	Monitor and ensure support in the implementation of the scarce and critical skills strategy: Provide guidance and advice with regards to the implementation of the scarce and critical skills strategy through municipal engagements. Ensure the coordination and facilitation of meetings with municipalities with regards to the scarce and critical skills strategy. Manage the relationship between Local Government (LG) SETA and the Municipalities. Represent both COGTA and municipalities at LG SETA engagements. Manage the relationship between key stakeholders and Municipalities. Represent Gauteng CoGTA at DCOG (national COGTA) meetings, and report on capacity building initiatives in the province. Manage the updating of monthly reports timeously. Ensure the provision of quarterly reports timeously. Quality assure and ensure the provision of quarterly reports timeously. Provide technical and hands on support to the training and learning development units in municipalities: Monitor and ensure the compilation of the Workplace Skills Plan and Annual Report by all 11 Municipalities as well as the skills audit process. Develop Skills Audit Template and process flow. Provide guidance and support on implementation of Skills Audit process. Ensure the functioning of Workplace Skills Committees in Municipalities. Direct and facilitate capacity building programs through coordination, collaboration, leveraging and consolidation of various sector initiatives and strategic established stakeholders. Share knowledge and best practice with regards to capacity building. Manage and facilitate various engagements including stakeholder engagements, joint HR forums. Facilitate and manage capacity building programs for municipalities (Soft Skills): Ensure the development of materials for selected soft skills training. Manage and coordinate trainings at various municipalities. Facilitate the identified trainings. Manage the update monthly reports timeously. Quality assure and ensure the provision of quarterly reports timeously. Perform Deployment functions at identified municipalities: Manage and provide support at identified municipalities in respect to Pillar 5: Building Institutional Capabilities namely. Monitor senior vacancies. Monitor critical vacancies and scarce vacancies. Report on training that is facilitated by COGTA. Follow-up and action the recommendations made by South African Board of People Practice (SABPP). Lead the pillar in meetings with both the identified municipalities and the CoGTA team. Manage and update all progress reports. Escalate all challenges to both CoGTA and identified municipalities. Management of Sub Directorate: Management of day-to-day operations. Plan and delegate work and monitor progress. Manage weekly, monthly, and quarterly meetings. Manage the skills development plan of the Sub Directorate. Manage the PMDS of the Sub

		Directorate. Manage the audit finding and queries of the Sub Directorate. Facilitate the review and planning sessions and the submission of the strategic, operational plans, reports of the programme.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/309</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: REFS/057054</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7 in Supply Chain Management / Logistics or relevant qualification. Coupled with a minimum of 3-5 years' experience at an Assistant Director level in Demand Management environment. Competencies: Knowledge and understanding of legislative and policy framework regulating Asset Management processes, procedures, and systems. Knowledge Public Finance Management Act. PPPFA, PPPFA Regulations, SCM Practice notes, All the SCM Prescripts, Asset Management skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, and Financial Skills. A valid drivers' licence.
<u>DUTIES</u>	:	Manage the process of request for demand and acquisition of goods and Services: Ensure that Annual Demand plan is compiled annually. Ensure that Demand Plan reports are aligned to departmental operational plans and activities. Monitor and manage leads time response versus requisitions and service delivery turnaround times from suppliers. Analyse, monitor and process all procurement transactions prior each financial year. Oversee management of stores management pertain to stores items. Monitor and manage validity of SAP transactions within the system by requesting management SAP reports. Advise and engage management on new policies in respect of procurement matters i.e. bidding process, contract management, practice notes and continuous improvement tender administration reforms. Engage business units with regards to status of their respective demand plans) and Effectively advice management on new policies regarding procurement matters. Manage and implement systems to ensure deliveries of goods, services and payments: Ensure that goods and or service received from suppliers is in line with PO issued and further ensure that they are in good condition, correct stock prior handing it over to the relevant unit. Ensure that RLS-02 (Good Confirmation) are captured on time when receiving invoice. Ensure constant follow-ups on all outstanding orders are recorded and suppliers are informed in writing. Monitor and advise on all tolerances (Price differences). Monitor and speed up all outstanding payments on Cockpit Web cycle and missing GRV'S daily. Ensure that all internal and external queries are attended within 2 days and query register is maintain for official purposes. Ensure invoices for goods and service rendered are processed on timeously within turnaround time of 10 days. Expedite, and Engage directorates regarding the delivery of goods and services rendered for invoicing. Engage business units with regards to status of their respective invoices (outstanding and paid invoices). Ensure that reorder levels are maintained for all store related items. Ensure that internal requisition forms (VA2) are signed properly by designated official's prior issuance of stock. Ensure the provision of secretarial support in departmental demand committee: Ensure that BAC (Bid Adjudication Committee) agendas are compiled correctly. Manage the distribution of agendas and minutes to all members at least on the two days prior to the meetings. Check and ensure that minutes of the meetings are correctly taken, and clients are informed in writing of the outcome. Act as advisor to the adjudication evaluation panels. Arrange ad hoc meeting and ensure the recording of deliberations of the meetings. Coordinate and support with the development of request for proposal/Specifications. Ensure that the projects are aligned to the strategic objectives of the department. Ensure that the Procurement plan and Demand plans are aligned to the budget and submitted to GPT on time. Support the business units to develop specifications/Terms of reference. Review the specifications and Terms of reference before they are submitted to the Bid Committees. Management of Sub-Directorate: Management of the Sub-Directorate. Manage and solve conflict within the Sub-Directorate. Management of skills development plan of the Sub-Directorate. Management of the PMDS within the Sub-Directorate. Management of leave within the Sub-Directorate. Management of audit finding and queries of the Sub-Directorate.

<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/310</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, EVALUATION AND REPORTING (MUNICIPAL PROPERTY RATES COMPLIANCE) REF NO: REFS/057053</u> Directorate: Municipal Finance Monitoring and Evaluation
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 7/ Degree in Property Studies, Real Estate and Property Estate Management or relevant qualification recognised by SAQA. Coupled with a minimum of 3 – 5 years' experience in property management environment. At least 3 years at supervisory (Assistant Director) level and 5 years' experience in property management environment. Competencies: Real estate, auditing, project management, data management, planning and research, data collection, management and analysis, report writing, analytical skills, problem solving, communication, presentation, project management, co-ordination, negotiation, managing conflict, financial management, strong computer literacy, report writing, monitoring, project management, sound knowledge of the Municipal Property Rates Amendment Act (MPRAA) and its supporting regulations as well as other related local government legislation. Understanding of public sector environment provincial and national legislation (DPSA Act & Regulations, PFMA), sound and interpretation of directives including managerial skills. A valid drivers' license.
<u>DUTIES</u>	:	Management of municipal compliance and implementation of the Municipal Property Rates Amendment Act (MPRAA): Monitor compliance and conduct assessment on municipal calendar events in terms of MPRAA. Manage, process, and advise on all applications, submissions and requests submitted to the department for condonations. Manage, process, and advise on all applications, submissions and requests submitted to the department for the extension of the validity of the municipal general valuation rolls. Advise municipalities on corrective measures where non-compliance with MPRAA is identified. Assessment of municipal property rates policies: Conduct assessment of draft and approved municipal property rates policies. Provide feedback on findings and recommendations to municipalities on the outcomes of the assessment of municipal property rates policies. Conduct workshops with municipalities and VABs on compliance and implementation of the Municipal Property Rates Amendment Act: Compile quarterly reports on the progress made on the implementation on the MPRAA and issues emanating from the VABs. Monitor and report on the resolutions taken from the MPRAA workshops. Management of stakeholders in terms of MPRAA related issues: Respond to various MPRAA related questions posed by the different stakeholders and oversight bodies including the Gauteng Provincial Legislature. Work with relevant stakeholders on MPRAA related issues i.e Property Rates related organisations. Liaise with the legal representatives / Senior State Counsel on Court issues about MPRAA and manage the outcome of such queries and results. Management of sub-unit: Manage human resources in terms of training and development. Management of performance management within the sub-unit. Management of sub-unit's annual performance and operational plan. Risk management within the sub-unit and Conflict management.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/311</u>	:	<u>ASSISTANT DIRECTOR: TRADITIONAL INSTITUTIONAL MANAGEMENT (CUSTOMARY INITIATION) REF NO: REFS/057052</u> Directorate: Traditional Institutional Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 6/ National Diploma in Development Studies or a relevant SAQA-recognised qualification. A minimum of 3–5 years' experience working with the institution of Traditional and Khoi San leadership and/or within the customary initiation environment. A Certificate of Competency, issued by a recognised Senior Traditional Leader, as a male or female initiate, will be an added advantage. Competency: Knowledge of the Customary Initiation Act, No. 2 of 2021, policy guidelines and legislative processes, the institution of Traditional Leadership, customary initiation practices and the PFMA and Public

		Service regulatory frameworks. Skills and Competencies: excellent communication and report writing, conflict handling and interpersonal skills, organising and time management, problem solving and project management, computer literacy and stakeholder coordination and facilitation. A valid driver's licence and South African citizenship are compulsory.
<u>DUTIES</u>	:	The incumbent will be expected to coordinate and support the Provincial Initiation Coordinating Committee (PICC): Develop and annually review Terms of Reference; coordinate stakeholder identification and appointment; facilitate quarterly meetings; minute proceedings; track resolutions; develop annual implementation plans; facilitate induction and training of PICC members. Provide administrative support to the PICC: Develop systems for processing applications received, approved, and rejected; communicate PICC decisions to applicants; prepare seasonal provincial statistical reports; manage fatalities emanating from initiation schools in line with legislative prescripts. Develop provincial policy and legislation on customary initiation: Draft provincial policy; consult stakeholders; coordinate legislative processes for province-specific legislation; facilitate EXCO approval and State Law Advisor pre-certification; ensure referral of the Bill to the Gauteng Provincial Legislature. Facilitate training, awareness, and stakeholder support: Develop concept documents for training and awareness programmes; coordinate annual training for PICC, Provincial Initiation Monitoring Teams, traditional surgeons, and principals; conduct community awareness programmes; coordinate printed communication materials (pamphlets, posters); facilitate media statements, press briefings and interviews before and after initiation seasons.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/312</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE (REVENUE ENHANCEMENT) REF NO: REFS/057050</u> Directorate: Municipal Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, (plus benefits)
	:	Johannesburg
	:	Matric plus NQF level 6/ National Diploma in Finance/ Commerce, or relevant qualification as recognised by SAQA, coupled with a minimum of 3-5 years' relevant experience. Competencies: Sound knowledge of the administration and finances of the local government sphere with a focus on Revenue Enhancement. In-depth technical knowledge and the ability to review, develop and implement Revenue Value Chain and Debtor Management standards (e.g. Credit control policies, Recoverable debt and write off policies, Billing policies, Receipting, Tariff policies, Customer Care policies, Indigent policies, Standard Operating Procedures, innovative systems etc.). Understanding of applicable local government legislation, regulations, policies, and procedures especially the Municipal Finance Management Act (MFMA) and Municipal System Act (MSA). Finance related matters, departmental and municipal priorities. Government Legislation (Public Finance Management Act (PFMA), SA Constitution, Treasury regulations and circulars, Division of Revenue Act, Municipal Structures Act, Municipal Budget policy and National Credit Act). Supervisory experience, management of staff and knowledge of HR matters. Understanding of GPG and Departmental priorities and needs of stakeholders and Project Management body of Knowledge. Driver's License.
<u>DUTIES</u>	:	Conduct Revenue Enhancement Planning: Undertake diagnostic analysis of the status Quo as it relates to Revenue Enhancement systems in Municipalities (Section 71 reports, Municipal engagements, CoGTA Municipal Finance M&E reports, Municipal Annual Performance reports). Inputting into the Annual Performance Plan for the Directorate. Inputting into the Operational Plan for the Directorate and inputting into the budget for the Directorate. Support on Municipal Revenue Enhancement: Assess and advise on all Tariff charges, time schedule, accounts layout, printing, and distribution of statements. Assess and advise on payment methods, pay points, control of 3rd parties, un-allocated payments. Coordinate advice for municipalities on corrective measures where revenue linkages are identified and coordinate advice for Municipalities on the new sources of Revenue. Support and engage with municipalities and stakeholders on Revenue Enhancement related enquiries: Support in responding to various Revenue Enhancement-related questions posed by the different stakeholders and oversight bodies including the Gauteng Provincial Legislature and work with relevant stakeholders on Revenue Enhancement related issues. Support with Revenue Enhance Project

Management/ Implementation: Ensure Municipal project engagements in Revenue Enhancement for by-in purposes. Ensure the preparation of Project Initiation Documents (Submission to HoD for project approval, Terms of reference, procurement processes, Service Level Agreements, Project, Plans and Skills Transfer Plans). Ensure the setting up of project steering committee meetings for monitoring purposes. Ensure the monitoring and reporting to different stakeholders regarding the Revenue Enhancement areas through monthly, quarterly, annual and presentations reports (COGTA executives, Premiers' Coordinating Forum, Legislature, Communities, Businesses, MEC's and MMC's Indaba, National COGTA, National Treasury, Provincial Departments, CFO's and Municipal Managers). Ensure the project close out processes (Post Project Support Plans, Close out reports and hand-over, Close out Municipal engagements). Coordinate Intergovernmental Relations in Revenue Management: Ensure the development of Regional Municipal support plan, Participating on the Regional task team meetings. Provide administrative support in meetings of the region. Report progress on the regional work and strengthen inter-governmental relations through the facilitation of meetings and forums in Revenue Enhancement. Management of the Division: Plan, delegate and provide direction on execution of work of my sub-ordinate. Review, quality assure, provide feedback and mentoring to junior staff members of the Division. Facilitate the development and training of junior officials in the Division. Monitor and approve leave for Division. Facilitating and coordinate the tools of trade for junior staff in the Division. Facilitate the performance and review of staff members in the Division. Providing regular feedback on performance of officials to improve performance and provide further guidance and on-the-job- training.

ENQUIRIES

: Caiphus/ Andy, cell: 071 474 7078/51

POST 38/313

: **ASSISTANT DIRECTOR: SOURCING AND SUPPLIER DEVELOPMENT**
REF NO: REFS/057048
Directorate: Supply Chain Management

SALARY **CENTRE** **REQUIREMENTS**

: R487 197 per annum, (plus benefits)
: Johannesburg
: Matric plus NQF level 6/ National Diploma in Supply Chain Management or Logistics, or relevant qualification as recognised by SAQA, coupled with a minimum of 3-5 years' experience in acquisition and contract management environment. Competencies: Knowledge and understanding of tender and contract management legislative framework in the Public Service; Knowledge and understanding of PFMA and other SCM Legislation; Knowledge of Department's procedures on tenders and contracts administration; Ability to work in a highly-pressured environment and driven by a sense of urgency to meet deadlines; Thorough understanding of policy formulation and co-ordination; Analytical Skills; Project Management Skills; Report writing skills; Communication Skills; Problem solving skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Analytical Skills; Contract management skills; Tender management skills; Team working; Supervision; Communication; Problem Solving and Analysis; Staff Development; Financial Management and Procedures; Budgeting Processes; Policies, procedures and legislations; Planning and co-ordinating; A valid driver's license.

DUTIES

: Ensure the updating of suppliers' database on an ongoing basis; Ensure the registering of suppliers on departmental supplier database; Administer the updating of existing information of suppliers on database; Administer and maintaining effective systems and procedures for suppliers registration and accreditation; Ensure that goods are procured in line with PFMA, PPPFA, Treasury Regulations and Supply Chain Management Guidelines to Accounting Officers; Ensure the implementation of and adherence to policies and procedures; Ensure the submission of approved tender specifications (pack) to GDF for advertising on e-Tender Portal and Government Tender Bulletin; Conduct briefing sessions; Guide role players on policy and procedures during the tendering processes; Present SCM processes or background of the tender to the Bid Evaluation Committee members; Facilitate all bid committees; Ensure the preparation of BSC, BEC and BAC minutes; Ensure preparation of submissions to the Adjudication Committee; Ensure proper management and facilitation of tender processes; Ensure the preparation and coordination of all Public Adjudication Committee processes;

		Presenting Tender and Sourcing processes to end- users; Compilation of monthly, quarterly and annual report on tenders to management and Provincial Treasury; Administer the invitation of quotations from the suppliers listed on the database; Oversee the obtaining of quotations; Ensure that goods and services are obtained from the suppliers who score the highest points according to the PPPFA.; Administer and maintain all records in respect of Requests for Quotations (RFQ); Communicate and save information about unreliable service providers; Interacting with CIPRO/DTI and National Treasury; Advice service providers on steps to follow to comply with the Departmental requirements; Facilitate the approval in respect of the awarding of quotations; Supervise the regular verification of VAT registrations and preferential point system; identify, assess, and prioritize risks of different projects within the supply chain; Measure, analyse, and manage the performance of a supplier; Ensure that supplier performance evaluation and reports are completed for proper management of contracts; Ensuring that a vendor adequately performs a contracted service; Monitor contract and commitment registers to ensure that the service providers are not under/ overpaid; Check that BAC (Bid Adjudication Committee) agendas are compiled correctly; Manage the distribution of agendas and minutes to all members at least on the two days prior to the meetings; Check and ensure that minutes of the meetings are correctly taken and clients are informed in writing of the outcome; Act as advisor to the adjudication evaluation panels; Arrange ad hoc meeting; Ensure the recording of deliberations of the meetings; Management of staff performance; Management of leave plan; Management of staff training and development; Coordinate activities of the division. A valid driver's license.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/314</u>	:	<u>OHS PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/057045</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R338 106 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENT</u>	:	Matric plus NQF Level 6 in Environmental Health, Occupational Health and Safety, Safety Management. Coupled with a minimum 2 -3 years' experience in an Occupational Health and Safety environment. Registration with a professional body in either Health Professions Council of South Africa (HPCSA), Southern African Institute for Occupational Hygiene (SAIOH), or South African Institute of Occupational Safety and Health (SAIOSH) as a requirement. Competencies: Knowledge and good understanding on OHS Act (85 of 1993) Legislation and its related regulations; Knowledge of and the ability to implement directives on EHW, SHERQ, HIV and AIDS in the workplace; Problem solving; Analytical skills; Computer skills; Interpersonal skills; Presentation and facilitation skills; Report writing skills. A valid drivers' license.
<u>DUTIES</u>	:	Monitor and ensure compliance with OHS Act (85 of 1993) & collate reports on SHERQ activities in the department; Implement OHS Policy, Occupational Health and Safety Act (85 of 1993) and related Regulations; Investigate accidents/incidents and complaints of employees in the workplace; Coordinate medical screening and functional medical surveillance where necessary; Review the effectiveness of health and safety measures in the department; Develop Emergency Response policies, evacuation procedures for drills; Coordinate Emergency evacuation drills within the department; Coordinate and facilitate (formal/informal) training for OHS Committee and Representatives; Conduct awareness (posters, workshops, webinars, pamphlets etc) for target employees e.g. use of safety equipment, fire extinguishers, evacuation chairs and PPE usage; Develop and implement Emergency Response procedures. Appoint Emergency Response Team; Coordinate the appointment of OHS representatives and committee; Participate in monthly meetings when required to report on relevant health and safety matters; Establish guidelines that will regulate the functions, responsibilities and administrative aspects of the OHS committee and representatives; Facilitate and continuously review and update the appointment of the relevant OHS committee members and representatives; Coordinate the quarterly OHS committee meetings and/or when necessary ensure effective deliberations on OHS matters and implementation of all action plans thereof; Investigate complaints relating to employee's health and safety matters safety; regarding health and safety at the workplace; Report all OHS

committee functions, resolutions and action plans to appropriate authorities; Compile reports on inspections, incidents and accident investigations; Keep record and fill all OHS documents; Liaise with internal and external stakeholders e.g. municipality, disaster management, SAPS, OHS Committee, Contractors, HOD, Risk Management etc; Provide documents and information in the compilation of submissions of quarterly & annual reports to DPSA & OOP; Identify potential hazards and potential major incidents in the college; Conduct comprehensive Hazard Identification and Risk Assessment at the workplace; Conduct occupational health and safety/hygiene-related surveys e.g. lighting, ventilation etc. and make recommendations on control measures to be applied; Organize OHS compliance audits by appropriate authorities (Department of Labour etc on an annual basis); Undertake routine inspections and observations in respective work areas to monitor compliance with or violation of safety regulations, codes and standards; Establish Health & Safety inspections sheets and ensure that OHS Representatives (Reps) conduct such inspections on regular basis; Study, review and initiate appropriate action plans for all hazards and risks identified during OHS Reps inspections; Investigate all SHERQ-related incidents and accidents at the workplace, report same to relevant authorities, maintain accurate records thereof and initiate appropriate actions to prevent recurrence; Constantly strive to reduce occupational injuries, accidents and incidents at the workplace.

<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51
<u>POST 38/315</u>	:	<u>ADMIN CLERK: ASSET MANAGEMENT REF NO: REFS/057043</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric or relevant qualification. Coupled with a minimum of 1 year working experience within Supply Chain Management environment. Competencies: A basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing, the Public Service and Basic knowledge of work procedures in terms of the working environment. Computer literacy in (MS Office, Word, Excel, PowerPoint, and email), good planning, interpersonal skills, good verbal and written communication skills and teamwork. valid driver's license.
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g asset records/databases), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal, verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system, request and receive quotations, capture specification on the electronic purchasing system, place orders, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusion process, and compile draft documents as required. Render an effective filing and record management service: Opening and close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files. Render logistical support services: Place orders for goods, receive and verify goods from suppliers, capture goods in registers databases, receive request for goods from end users, Issue goods to end users, maintain goods register, update, and maintain register of suppliers. Process documents for archiving and/ disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: 071 474 7078/51

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 38/316</u>	:	<u>HEAD OF UNIT (HOU) REF NO: TMRH/AHOU/10/2026 (X1 POST)</u> (re-advertisement) Directorate: Anaesthesia
<u>SALARY</u>	:	Grade 1: R2 168 145 per annum, (all-inclusive package) Grade 2: R2 370 741 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Appropriate postgraduate qualification that allows for registration with the HPCSA as Medical Specialist. A minimum of three years' appropriate experience as a Specialist Anaesthetist after registration with the HPCSA as a Medical Specialist in Anaesthesia. Outstanding clinical skills in the field preferably in the public service environment. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and ORW. Understanding of basic Finance matters such as cost drivers and budget allocations. Knowledge of relevant health & labour legislation. Proven leadership skills. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
<u>DUTIES</u>	:	Assist the clinical manager with management and administrative duties within the anaesthetic department, and participate in hospital committees and Departmental activities. Teaching and training at an undergraduate and post graduate level. Supervision and delivery of anaesthesia services at Thelle Mogoerane Regional Hospital and its cluster as appropriate. Engagement in outreach activities of the department. Human capital management and other administrative duties as allocated. Participation in the research and publication agenda of the academic department. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).
<u>ENQUIRIES</u>	:	Dr. D. Mdluli Tel No: (011) 891 7000
<u>APPLICATIONS</u>	:	Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za
<u>NOTE</u>	:	Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after

the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/317</u>	:	<u>MEDICAL SPECIALIST – PSYCHIATRY REF NO: TMRH/MSPSYCH/10/2026 (X1 POST)</u> (Re-advertisement) Directorate: Psychiatry Department
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum, (all-inclusive package) Grade 2: R1 592 274 per annum, (all-inclusive package) Grade 3: R1 844 151 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Thelle Mogoerane Regional Hospital Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. Master of Medicine in Psychiatry (MMedPsych) and or a Fellowship of the College of Psychiatrists of South Africa (FCPsychSA). The ability to teach, train, do research and supervise research for academic degree purposes. Willingness to teach and train undergraduate and postgraduate students and other health care workers. Grade 1- experience not applicable, registration with HPCSA as Medical Specialist Psychiatry. Grade 2: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 3: 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry.
<u>DUTIES</u>	:	Management of psychiatry at Thelle Mogoerane Regional Hospital in the provision of clinical care to mental health care users, teaching of under- and post graduate students. Manage own service delivery. Clinical service delivery: evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a general hospital setting as well as outreach services where appropriate. Ensure patient care is promoted to meet the National Core Standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a multi-disciplinary group of mental health care providers and other relevant staff members. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the multi-disciplinary ward rounds for in-patients. Consultations for patients outside the psychiatry unit. Review and audit patients' medical records. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).
<u>ENQUIRIES</u>	:	Dr. N. Sibisi / Dr. NC Sengo Tel No: (011) 891 7000

<u>APPLICATIONS</u>	:	Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za
<u>NOTE</u>	:	Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/318</u>	:	<u>MEDICAL SPECIALIST (PHYSICIAN) – CRITICAL CARE REF NO: TMRH/MSCC/10/2026 (X1 POST)</u> (Re-advertisement) Directorate: Critical Care Department
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum, (all-inclusive package) Grade 2: R1 592 274 per annum, (all-inclusive package) Grade 3: R1 844 151 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Internal Medicine (Physician). Master of Medicine in Internal Medicine (MMed) and or a Fellowship of the College of Physicians of South Africa (FCPSA). A demonstrated interest in Critical Care will be an added advantage. Appropriate tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Grade 1: experience not applicable, registration with HPCSA as Medical Specialist Critical Care. Grade 2: 5 years

appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Critical Care. **Grade 3:** 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Critical Care. A postgraduate qualification in Management will be an added advantage. Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team.

DUTIES

: Clinical & Service Delivery: Manage own service delivery and provide clinical evaluation, care, management, and treatment of patients in the Critical Care Department at Thelle Mogoerane Regional Hospital. Provide leadership for critical care services across hospital and academic platforms. Ensure high-quality, evidence-based intensive care, strengthen clinical governance, improve patient outcomes, and ensure adherence to national policies, safety standards, Batho Pele Principles, National Core Standards, and ICU protocols. Lead multi-disciplinary ward rounds and supervise multi-disciplinary teams and relevant staff. Teaching, Training & Research: Coordinate and support teaching, training, and supervision of undergraduate and postgraduate students, including registrars rotating through ICU. Conduct and support departmental research; develop own research interests and publish appropriately; contribute to electronic research databases. Support postgraduate students with research projects. Administration & Governance. Perform administrative tasks related to patient management and address patient complaints. Attend scheduled meetings with hospital management and liaise with other departments and hospitals as required. Comply with the Performance Management and Development System: contracting, reviews, and final assessment. Other: Participate in after-hours ICU cover, call duties, and other institutional responsibilities as required. Undergo continuous training and development; attend meetings and training as approved by supervisor.

ENQUIRIES APPLICATIONS

: Dr. N. Sibisi / Dr. NC Sengo Tel No: (011) 891 7000
: Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za

NOTE

: Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and

pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process

CLOSING DATE

: 06 November 2026

POST 38/319

: **MEDICAL SPECIALIST REF NO: REFS/056951**

Re- advertisement

Directorate: Ophthalmology

SALARY

: Grade 1: R1 134 185 per annum, (all-inclusive package)

Grade 2: R1 531 032 per annum, (all-inclusive package)

Grade 3: R1 773 222 per annum, (all-inclusive package)

CENTRE

: Leratong Hospital

REQUIREMENTS

: Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES

: Clinical management of patients in General Ophthalmology/ intake clinic as well as a subspecialist clinic in either Glaucoma, Medical Retina or Paediatric Ophthalmology. Surgery on Patients with general eye complaints and specifically performing and teaching cataract surgery. Clinical teaching of medical officers in cataract management and either glaucoma, cornea or adnexal diseases. Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. To participate, support and promote research relevant to the Ophthalmology department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of Medical staff. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints

ENQUIRIES

: Ms N Serobatse Tel No: (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

APPLICATIONS

: applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za.

<u>NOTES</u>	:	NB Candidates Who Previously Applied Are Encourage To Reapply. Kindly note that NO payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part B, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Registrars will be required to rotate between the different institutions. Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/320</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 (PSYCHIATRY) (X3 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R495 423 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in Psychiatry. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the development of protocols and SOPs in the unit. Demonstrate knowledge on the use of medical equipment and control and repairs of such equipment.

	Display leadership and supervisory skills. Demonstrate decision-making and problem-solving skills. Effective utilization of material and human resources. Ability to manage financial and budget allocated to the department. Display effective conflict and complaint management skills. Adherence to the Ideal Hospital Realization Framework. Ability to identify risks and patient safety incidents and manage accordingly. Compliance to PMDS and CPD requirements. Ensure a safe and therapeutic environment is created for patients, staff and public.
<u>ENQUIRIES</u>	: Mr M Mayekiso Tel No: (011) 489 0897 / 6
<u>APPLICATIONS</u>	: Applications can be submitted by email HJHrecruitment@gauteng.gov.za . Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
<u>CLOSING DATE</u>	: 06 November 2026 16:00 PM
<u>POST 38/321</u>	: <u>PROFESSIONAL NURSE SPECIALTY PNB1 (THEATRE) (X4 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	: R495 423 per annum, plus benefits
<u>CENTRE</u>	: Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	: A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Theatre unit, obtaining the one-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure

good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES
APPLICATIONS

: Mr M Mayekiso Tel No: (011) 489 0897 / 6
: Applications can be submitted by email HJHrecruitment@gauteng.gov.za. Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 06 November 2026 16:00 PM

<u>POST 38/322</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 (ICU) (X1 POST)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R495 423 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the ICU unit, obtaining the one-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.
<u>ENQUIRIES</u>	:	Mr M Mayekiso Tel No: (011) 489 0897 / 6
<u>APPLICATIONS</u>	:	Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

<u>CLOSING DATE</u>	:	06 November 2026 16:00 PM
<u>POST 38/323</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 (ORTHOPAEDIC) (X5 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R495 423 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Orthopaedic unit, obtaining the one-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.
<u>ENQUIRIES</u>	:	Mr M Mayekiso Tel No: (011) 489 0897 / 6
<u>APPLICATIONS</u>	:	Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae

should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

<u>CLOSING DATE</u>	:	06 November 2026 16:00 PM
<u>POST 38/324</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 (RENAL) (X5 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R495 423 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Renal unit, obtaining the one-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth /

		ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.
<u>ENQUIRIES</u>	:	Mr M Mayekiso Tel No: (011) 489 0897 / 6
<u>APPLICATIONS</u>	:	Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
<u>CLOSING DATE</u>	:	06 November 2026 16:00 PM
<u>POST 38/325</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 TRAUMA (X5 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R495 423 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Trauma unit, obtaining the one-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and

standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES
APPLICATIONS

: Mr M Mayekiso Tel No: (011) 489 0897 / 6
: Applications can be submitted by email HJHrecruitment@gauteng.gov.za

NOTE

: Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 06 November 2026 16:00 PM

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	To apply for the below position, please apply online at https://jobs.gauteng.gov.za
<u>CLOSING DATE</u>	:	09 November 2026
<u>NOTES</u>	:	Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). The selection process will be guided by the EE targets of the employing department. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). The employment decision shall be guided by the Department's Employment Equity Plan. The Department is committed to promoting employment equity, including race, gender and disability representation, through the filling of this post(s). Accordingly, the transfer, promotion or appointment of candidates should contribute towards improving representativity and achieving the numerical targets set out in the Department's Employment Equity Plan. In line with the Department's Employment Equity Plan, People With Disabilities are encouraged to apply. To apply for the below position, please apply online at https://jobs.gauteng.gov.za . Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118/076 942 4090. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to 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.

MANAGEMENT ECHELON

<u>POST 38/326</u>	<u>CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: REFS/056825</u> Chef Directorate: Immovable Asset Management
<u>SALARY</u>	: R1 554 696 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	: Head Office (Johannesburg) : An undergraduate qualification at NQF level 7 in Real Estate/Property Management/ Property Development/Immovable Asset Management as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the real estate environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Competencies:

Knowledge of PFMA/ Treasury Regulations. GIAMA planning, lifecycle investment analysis, property valuation, vesting and asset information governance. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Public Service Regulations, 2016, as amended. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Gauteng Land Administration Act, 1996, as amended. Project Management, People Management, Financial Management and Conflict Management. Skills: Communication, report writing, analytical, negotiation, facilitation and presentation. Attributes- Self-Driven, responsible, team player, resilient, innovative and adaptable.

DUTIES

: Oversee the design, implementation and maintenance of the Immovable Asset Strategy and Register and related asset management systems. Oversee the preparation and annual review of the Custodian Asset Management Plan and its alignment with User Asset Management Plans and provincial planning and budget priorities. Guide user departments on GIAMA planning requirements and consolidate their validated long-term asset needs into the provincial portfolio strategy. Oversee the provision, integration and maintenance of Geographic Information System (GIS) services and spatial data for planning and decision-making. Oversee asset-register verification standards, reconciliation and audit evidence; incorporate field information supplied by Facilities and Estate Management and technical teams and resolve discrepancies in property records. Oversee GIAMA implementation, custodial policies and asset-management procedures, and monitor compliance across the provincial immovable asset portfolio. Develop lifecycle portfolio strategies and prioritized investment proposals aligned with the Medium-Term Expenditure Framework and service-delivery requirements. Oversee vesting and confirmation of custodianship, resolving ownership discrepancies with relevant authorities and maintaining supporting records. Oversee property valuations and market analysis to inform acquisition, disposal and development decisions. Set portfolio performance measures and report on utilisation, asset value, lifecycle costs and service-delivery outcomes; recommend corrective investment or rationalisation decisions. Oversee asset recognition, derecognition, valuation and disclosure information in consultation with the CFO under the accounting framework applicable to the Department. Oversee reconciliation of the immovable asset register with Deeds and Surveyor-General records and relevant financial information; resolve exceptions and asset-register audit findings. Use condition-assessment information supplied by Facilities and Estate Management and technical teams to prioritise lifecycle investment, renewal and disposal in the custodial plan. Oversee electronic asset-register development, data quality and controlled data exchange with GIS, user asset plans and relevant departmental systems. Oversee the implementation of approved acquisition plans in line with accommodation needs and strategic objectives. Oversee the implementation of approved disposal plans in line with legislative requirements, departmental policies and approved delegations. Oversee the identification, assessment and evaluation of immovable properties for acquisition, disposal or alternative utilisation. Oversee ad hoc acquisition requests and assessment of feasibility, affordability and compliance requirements. Oversee the donation, transfer and land exchange of immovable assets. Oversee the mitigation of risks associated with functionally obsolete immovable assets through ongoing assessment and measures aimed at preventing unforeseen and wasteful investments. Oversee the undertaking of investment analysis and feasibility assessments for property development and infrastructure-related initiatives. Oversee the identification and assessment of property development opportunities to optimise utilisation and value of immovable assets. Oversee partnership and stakeholder engagements relating to property development initiatives, including intergovernmental and private sector collaborations. Oversee the implementation and monitoring of Public Private Partnerships (PPPs) and other alternative service delivery mechanisms. Oversee the development of policies, strategies, and plans for the Immovable Assets Management unit. Oversee the alignment of the unit's strategic priorities and work plans with those of the Department. Oversee the preparation of the annual operation plan. Oversee the identification of risks and implementation of risk and mitigation plans. Oversee the preparation and presentation of management reports for the unit.

		Oversee written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage the mentoring, coaching and professional development of subordinates for performance enhancement and succession planning support. Manage talent retention and employee development initiatives. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/327</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY SOUTHERN CLUSTER REF NO: REFS/056913</u> Directorate: Infrastructure Delivery Southern Cluster
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF level 7 in Built Environment (Engineering / Construction Project Management/Architecture/ Quantity Surveying/ Town and Regional Planning) as recognized by SAQA. A minimum of 5 years' experience at middle / senior managerial level in the built environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Registered with the relevant Council as a Build Environment Professional. Competencies: Knowledge of PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Strategic capability and leadership, problem-solving and analysis, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, Conflict management, negotiation skills and change management. Attributes: Responsive, credible, flexible, quality-oriented, creative, responsive, decision making and team leadership.
<u>DUTIES</u>	:	Manage the professional inputs being provided to the Provincial Department of Education in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Implementation Plan [IPIP]. Manage the professional inputs being provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. [Life cycle costs, maintenance plans, etc.]. Manage the professional inputs being provided to the Provincial Department of Education in terms of new technology, revised norms, standards, innovations and renewable energy. Manage the professional inputs being provided to the Provincial Department of Education in terms of the final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the IPIP for sign off by the Provincial Education Department. Direct and prepare the procurement plan for the Provincial Department of Education supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projections aligned to allocated budgets. Manage the

validation of building plans in terms of National and Municipal Building Regulations. Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional inputs being made at the different SCM Committees. Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Department of Education and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by the Provincial Department of Education in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contracts in line with budgets, timeframes and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Prepare regular progress reports to the Provincial Department of Education. Manage regular interaction with the Provincial Department of Education to pro-actively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by the Provincial Department of Education. Provide progress reports at all the relevant Governance Infrastructure Structures. Consolidate and provide reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management [SCM]. Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralised document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to CIDB. Manage the close out of all projects and prepare close out reports. Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low-performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations in consultation with Legal Services and relevant Infrastructure Professionals before submission to Departmental Supply Chain Management. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decide on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management. Make recommendations to Departmental Supply Chain Management on price escalations based on the appropriate indices published by Statistics South Africa and/or the contract price adjustment provisions contained in the JBCC form of contract in consultation with the Infrastructure Professionals and Legal Services. Make inputs to Departmental Supply Chain Management on the management of insurances for large and long-term programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Manage the preparation of the annual operation plan. Manage the implementation of risk and mitigation plans. Develop infrastructure delivery

strategies and plans. Manage preparation and presentation of management reports for infrastructure delivery projects and progress. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES

: Ms. Sikelelwa Mboti at 076 521 4118

POST 38/328

: **DIRECTOR: OTHER PROVINCIAL DEPARTMENTS INFRASTRUCTURE DELIVERY REF NO: REFS/056914**

Chef Directorate: Directorate: Other Provincial Departments Infrastructure Delivery

SALARY

: R1 317 384 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF level 7 in Built Environment (Engineering / Construction Project Management / Architecture / Quantity Surveying / Town and Regional Planning) as recognized by SAQA. A minimum of 5 years' experience at middle / senior managerial level in the built environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Registered with the relevant Council as a Build Environment Professional. Competencies: Knowledge of PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997 Project Management People Management, Financial Management and Conflict Management. Skills: Strategic capability and leadership, Problem-solving, analysis, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management Negotiation skills, change management. Attributes: Responsive. Credible. Flexible. Quality oriented. Creative. Responsive. Decision making. Team leadership,

DUTIES

: Manage the professional inputs being provided to the Other Provincial Departments in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Implementation Plan [IPIP], new technology, revised norms, standards, innovations, renewable energy, final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the IPIP for sign off by Other Provincial Departments Direct and prepare the procurement plan for Other Provincial Departments supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projections aligned to allocated budgets. Manage the validation of building plans in terms of National and Municipal Building Regulations. Manage the nomination and appointment of suitable professionals from Other Provincial Departments and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional

inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Other Provincial Departments and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by Other Provincial Departments in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contracts in line with budgets, timeframes and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Manage regular interaction with Other Provincial Departments to proactively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by Other Provincial Departments. Provide progress reports at all the relevant Governance Infrastructure Structures. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management [SCM]. Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralized document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to Construction Industry Development Board. Manage the close out of all projects and prepare close out reports. Approve and submit contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations. Assess and recommend termination and/or cancellation of contracts based on input from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decide on the implementation of appropriate mitigation strategies to manage potential contractual implications in a pro-active manner. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Report all non-performance issues to Risk Management. Make inputs to Departmental Supply Chain Management on the management of insurances for large and long-term programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Manage the preparation of the annual operation plan. Manage the implementation of risk and mitigation plans. Develop infrastructure delivery strategies and plans. Manage preparation and presentation of management reports for infrastructure delivery projects and progress. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 521 4118

OTHER POSTS

POST 38/329

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/048659**
Chief Directorate: Maintenance

SALARY

: R1 317 108 - R2 484 204 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that

may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE
REQUIREMENTS**

: Charlotte Maxeke Facility Maintenance Hub
:
: A Degree at (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/330</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/048661</u> Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services: Portfolio Technical Services
<u>SALARY</u>	:	R1 143 468 - R2 108 922 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills
<u>DUTIES</u>	:	Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/331</u>	:	<u>DEPUTY DIRECTOR: SOFT SERVICES AND MAINTENANCE OF ROODEPLAAT AND VAALDAM REF NO: REFS/056924</u> Directorate: Facilities Maintenance Services
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF level 6 or 7 as recognised by SAQA in Property Management/Facilities Management/ Built Environment. A minimum

of 5 years relevant experience, of which 3 years must be at ASD level. A valid driver's license. Competencies: Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis Decision making. Team leadership Creativity Financial management. Attributes: People-centred, Professionalism, Self-management Reliability Honesty and integrity Strong ethics.

DUTIES

: The incumbent is responsible for the effective management of soft services within the departmental property portfolio, and in that capacity conducts site visits and condition assessments to determine soft service requirements. The incumbent ensures that all facilities are maintained at habitable and hygienic standards, fit for occupation and for the purposes for which they are used. The incumbent manages the delivery of cleaning and hygiene services in compliance with contractual specifications, service level agreements, the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and its regulations, and applicable public health requirements. The incumbent also manages waste removal, grounds maintenance and gardening services in compliance with the National Environmental Management Act, 1998 (Act 107 of 1998), the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) and applicable municipal by-laws, including the lawful handling, segregation, storage, removal and disposal of general and hazardous waste. Pest control and fumigation programmes are implemented in accordance with approved schedules and applicable legislation, including the use of duly registered operators and approved products and the safe handling of hazardous chemical substances. The incumbent maintains and updates project and facility information for all sites under the unit's management. The incumbent ensures that all equipment used by staff is in good functional, safe and serviceable condition, that statutory inspections and certification requirements are met, and that equipment is operated by competent persons. Repairs are managed so that defects are attended to timeously and within approved budgets, with priority given to defects that compromise health, safety, hygiene or environmental compliance. The incumbent plans and liaises with Supply Chain Management and Director Facilities Maintenance and for the timeous procurement of the consumables, supplies and spares required and service providers in compliance with the applicable procurement prescripts and with due regard to safety data requirements and environmentally responsible specifications. At a strategic and planning level, the incumbent provides inputs into the development of soft services and maintenance policies, strategies and plans, and manages the preparation of the unit's annual operational plan. The incumbent oversees the implementation of risk management and mitigation plans, which include occupational health and safety, environmental and hygiene risks, and monitors service providers' compliance with their statutory obligations, including health and safety plans, risk assessments, incident reporting and the provision of appropriate personal protective equipment. The incumbent manages the preparation and presentation of management reports on soft services performance, on compliance with occupational health and safety, environmental and hygiene requirements, and on the maintenance and repair of equipment. In respect of people management, the incumbent concludes performance agreements with subordinates, aligned to approved job descriptions and the Department's Strategic and Annual Performance Plans. The incumbent manages subordinates and maintains discipline in accordance with the applicable labour relations prescripts. The incumbent also manages their training and development in accordance with agreed developmental interventions, including training required for statutory compliance in health and safety, and develops and updates their service delivery and work plans. The incumbent promotes a safe working environment for staff and service providers' employees in terms of the Occupational Health and Safety Act, 1993. Regarding appointment of service providers, the official to prepare specifications for procurement of outsourced services and manage contracts with appointed service providers within applicable policies and Treasury prescripts. Finally, the incumbent manages the unit's funds in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations, and limits under-expenditure and over-expenditure in accordance with the departmental budget allocations.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/332</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: SREFS/056926</u> Directorate: Management Accounting
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office An undergraduate qualification at NQF level 7 in Financial Management/ Management Accounting/Financial Accounting. A minimum of 5 years experience in Management Accounting, of which 3 years must be at ASD level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Communication. Computer literacy. Analytical, presentation, report writing, Interpersonal skills. Planning, Organising Leadership, and Negotiation skills. Attributes: Decisive. Credible. Motivating.
<u>DUTIES</u>	:	Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure that information for planning purposes is collected and analysed properly. Monitor compliance with financial prescripts. Manage, review, analyse and quality assure the budget preparation process. Coordinate, review, analyse and quality assure the management accounting reporting processes. Provide advice and guidance to role players on the use of forecasting methods and tools. Ensure that information on the requirement for roll-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustment's budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
<u>ENQUERIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/333</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056927</u> Directorate: Financial Administration and Accounting Services
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office An undergraduate qualification at NQF level 7 in Financial Management / Financial Accounting. A minimum of 5 years' experience in Financial Accounting, of which 3 years must be at ASD level. Competencies: Knowledge

of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Knowledge of BAS. Skills: Communication. Computer literacy. Analytical, presentation, report writing and interpersonal skills. Planning, Organizing, Leadership, and Negotiation skills. Attributes: Decisive. Credible. Motivating.

DUTIES

: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain financial accounting policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Maintain discipline. Manage performance and development. Undertake human resources and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Plan and allocate work. Perform quality control of work delivered by employees. Provide functional technical advice and guidance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 521 4118

POST 38/334

: **DEPUTY DIRECTOR: CONTRACTS AND PERFORMANCE REF NO: REFS/056894**

Directorate: SCM Construction Procurement (Health)

SALARY

: R932 292 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE

: Head Office

REQUIREMENTS

: An undergraduate qualification at NQF Level 7 in Supply Chain Management or Finance. A minimum of 5 years contract management experience of which 3 years must be at ASD level competencies: Knowledge of Financial management. Knowledge in line with the Competency Standards for Construction Procurement issued by CIDB. Constitution of the Republic of South Africa of 1996. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations /Practice Notes/ Instructions /Circulars. Provincial/Departmental Supply Chain Management Policies. Skills- Problem solving and analysis. Teamwork. Change management. Customer focus and responsiveness. Communication. Computer skills. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Attributes- Team player. Detail-oriented.

DUTIES

: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery off goods/services. Coordinate, review and monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement,

		and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Render procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/335</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A-C (X6 POSTS)</u>
<u>SALARY</u>	:	R914 517 – R1 376 199 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Head Office: Directorate: Infrastructure Delivery Southern Cluster Ref No: REFS/048665 Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/04668 Directorate: Hospitals Infrastructure Delivery & Other Health Facilities Infrastructure Delivery Ref No: REFS/056687 (X4 Posts)
<u>REQUIREMENTS</u>	:	National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

POST 38/336**ENGINEER PRODUCTION: ELECTRICAL GRADE A-C (X4 POSTS)**

- SALARY** : R914 517 – R1 376 199 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
- CENTRE** : **Head Office (Johannesburg):**
Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/048637
Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/048638
Chief Directorate: Health (Technical Portfolio Services) Ref No: REFS/048639
Chief Directorate Education (Technical Portfolio Services) Ref No: REFS/048640
- REQUIREMENTS** : An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking
- DUTIES** : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
- ENQUIRIES** : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/337**ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C (X8 POSTS)**

- SALARY** : R914 517 – R1 376 199 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
- CENTRE** : **Head Office (Johannesburg):**
Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/048657 (X2 Posts)
Chief Directorate: Engineering Services Ref No: REFS/048658
Chief Directorate: Education, Infrastructure, Maintenance and Technical Portfolio Services Ref No: REFS/056734 (X3 Posts)
Directorate: Asset Management System and Plans Ref No: REFS/056735
- REQUIREMENTS** : An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in

Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/338 : **ENGINEER PRODUCTION: MECHANICAL REFS NO: REFS/048655**
Chief Directorate: Health Infrastructure and Technical Portfolio Services
Sub-Directorate: Portfolio Technical Services

SALARY : R914 517 – R1 376 199.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An Engineering Degree in Mechanical (B Eng / BSC (Eng) or relevant qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998.Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote

		skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on delivery expenditure and service
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/339</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A-C (X7 POSTS)</u>
<u>SALARY</u>	:	R791 604 - R1 189 767 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates). Ref No: RFS/048653- Directorate: Infrastructure Delivery Southern Cluster Ref No: REFS/048677- Directorate: Hospitals Infrastructure Delivery (X2 Posts) Other Health Facilities, Infrastructure Deliver Directorate (X3 Posts) Ref No: REFS/056688-Directorate: Other Provincial Departments Infrastructure Delivery
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<u>DUTIES</u>	:	Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/340</u>	:	<u>CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056879</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R605 742 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Thellemogoerane Facility Maintenance Hub
	:	National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Electrical environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills- Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
<u>DUTIES</u>	:	Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/341</u>	:	<u>CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/056876</u> Directorate: District Maintenance Hub
<u>SALARY</u>	:	R605 742 per annum, (plus benefits)
<u>CENTRE</u>	:	Thelle Mogoerane Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Mechanical environment/ Registration as an Engineer Technician. A minimum of 6 years' appropriate experience. A valid driver's license. Competencies: Knowledge Excellent spoken and written communication skills, technical knowledge relevant to your industry, Knowledge of relevant legislation and quality control standards, Good organisational skills and a methodical approach to work, the ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail good team working skills. : Monitor the progress and expenditure on current maintenance projects and minor new works projects, attend monthly project progress meetings with clients, Manage the activities of contractors and consultants where applicable, Supervise the performance and conduct of subordinates. People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.

<u>DUTIES</u>	:	Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/342</u>	:	<u>CONTROL WORKS INSPECTOR: MECHANICAL RE NO: REFS/056871</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R605 742 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Geroge Mukhari Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Mechanical environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills: Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
<u>DUTIES</u>	:	Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on

		quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/343</u>	:	<u>CONTROL WORKS INSPECTOR: BUILDING REF NO: REFS/056844</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R605 742 per annum, (plus benefits)
<u>CENTRE</u>	:	Springs District Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Building environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills - Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
<u>DUTIES</u>	:	Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation

		of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/344</u>	:	<u>CONTROL WORKS INSPECTOR: BUILDING REF NO: REFS/056854</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R605 742 per annum, (plus benefits)
<u>CENTRE</u>	:	Sedibeng Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Building environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills - Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
<u>DUTIES</u>	:	Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/345</u>	:	<u>CHIEF ARTISAN: BUILDING REF NO: REFS/056815</u> Directorate: Facilities Maintenance Services Sub Directorate: Routine
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office Maintenance
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures.

		Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. ATTRIBUTE- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/346</u>	:	<u>CHIEF ARTISAN GRADE A-C: MECHANICAL (BOILERS) REF NO: REFS/056877</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Thellemogoerane Facility Maintenance Hub (Boilers)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/347</u>	:	<u>CHIEF ARTISAN GRADE A-C: BUILDING REF NO: REFS/056878</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Thellemogoerane Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience

		will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/348</u>	:	<u>CHIEF ARTISAN GRADE A-C: ELECTRICAL/MECHANICAL REF NO: REFS/056806</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 per annum, (plus benefits)
<u>CENTRE</u>	:	Edenvale District Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan. (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUERIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/349</u>	:	<u>CHIEF ARTISAN GRADE A-C: MECHANICAL/ELECTRICAL/BUILDING</u> <u>REF NO: REFS/056832</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Bheki Mlangeni Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/350</u>	:	<u>CHIEF ARTISAN: GRADE A-C BUILDING REF NO: REFS/056872</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills: Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical

		services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/351</u>	:	<u>CHIEF ARTISAN GRADE A-C: ELECTRICAL/MECHANICAL/BUILDING</u> <u>REF NO: REFS/056869</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 per annum, (plus benefits)
<u>CENTRE</u>	:	Far East Rand District Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman. (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/352</u>	:	<u>CHIEF ARTISAN: BUILDING REF NO: REFS/056845</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 per annum, (plus benefits)
<u>CENTRE</u>	:	Springs District Maintenance Hub: Building Services
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process.

Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/353 : **CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056880**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman. A valid driver's license. (Proof of recognised experience will be requested for shortlisted applicants). Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/354 : **CHIEF ARTISAN: ELECTRICAL REF NO: REFS/056893**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Boilers (Tshwane)
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork,

		Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage outside service providers for cleaning, gardening and waste Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/355</u>	:	<u>CHIEF ARTISAN: MECHANICAL REF NO: REFS/056826</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes: Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/356</u>	:	<u>CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056827</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. Minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures.

		Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage outside service providers for cleaning, gardening and waste Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/357</u>	:	<u>CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056916</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R499 470 - R800 718 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/358</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: REFS/056896</u> Directorate: SCM Construction Procurement (Health)
<u>SALARY</u>	:	R487 197 per annum, plus benefits
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management / Logistics / Economics/ Accounting Sciences / Cost and Management Accounting. A minimum of 3 years' supply chain experience, of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations Financial Delegations and Risk Management. Skills- Communication. Computer literacy. Analytical. Presentation. Report writing. Attributes- Team player. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Determine whether a specification for the relevant commodity exists, if not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Perform general quality assurance of information in the supplier database (e.g check and verify supporting documents). Supervise employees. Allocate duties and perform quality control of the work delivered by the supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/359</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITIONS REF NO: REFS/056898</u> Directorate: Good and Services Sub-Directorate: Acquisition and Contract Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF level 7 as recognised by SAQA in Supply Chain Management or Finance. A minimum of 3 years Supply Chain experience, of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, knowledge of the department Strategy, knowledge of the SCM and procedures, in depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills: Communication, computer literacy, analytical, presentation and report writing. Attributes: Team player, able to work independently, professional, confidential, ability to work under pressure and quality driven.
<u>DUTIES</u>	:	Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receive and open bid documents. Compile terms of reference to invite service providers for an expression of interest. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Supervise employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/360</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LOGISTICS & DISPOSALS (INVENTORY) REF NO: REFS/048671</u> Directorate: Goods and Services SCM
<u>SALARY</u>	:	R413 001 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Financial Management/ Financial Accounting. A minimum of 2 years of experience in management of Assets. A valid driver's license Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer Literacy, Analytic Presentation Report. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate the receipt, verification and processing of requisitions for goods and consumables from internal clients. Liaise with end users, suppliers, and procurement officials regarding delivery schedules and outstanding orders. Coordinate the receipt of goods and verify quantities and specifications against purchase orders and delivery notes. Capture received items on inventory and logistics management systems. Prepare and maintain Goods Received Notes, issues vouchers, and distribution records. Arrange and monitor the distribution of stock and consumables to user sections. Verify that all supporting documentation is complete, accurate and filed. Follow up on discrepancies, shortages, damaged goods and back orders. Maintain a register of requests, receipts and issued items. Coordinate the compilation of routine reports on stock movement and distribution activities. Facilitate administrative control over warehouse operations and storage facilities. Facilitate the storage of goods in an orderly, secure and accessible manner. Monitor stock levels and identify items requiring replenishment. Update bin cards, stock registers and electronic inventory records. Facilitate compliance with occupational health and safety requirements within storage areas. Coordinate the labelling and classification of stock items. Monitor the safekeeping of high-value and sensitive inventory items Report on warehouse-related risks, losses and irregularities to management. Facilitate compilation of monthly inventory status reports. Coordinate and participate in scheduled and ad-hoc stocktaking exercises. Reconcile physical stock counts with inventory records and investigate variances. Prepare stock adjustment documentation for approval. Maintain accurate inventory accounts and audit trails. Compile reports on obsolete, redundant and slow-moving stock. Facilitate compliance with asset and inventory management policies. Provide administrative support during internal and external audits. Facilitate maintenance of filing systems, databases and records related to logistics and inventory management. Draft correspondence, memoranda and submissions. Coordinate the preparation of monthly, quarterly and annual operational reports. Facilitate responses to internal and external enquiries regarding logistics and inventory matters. Coordinate meetings, prepare agendas and record minutes. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Supervise subordinates and maintain discipline. Supervise training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/361</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS REF NO: REFS/048672</u> Directorate: Goods And Services SCM
<u>SALARY</u>	:	R413 001 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Financial Management/ Financial Accounting. A minimum of 2 years of experience in management of Assets. A valid driver's license Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

DUTIES : Provide inputs into the development of the Movable Assets Register in accordance with Treasury guidelines. Compile a list of all users and update the system. Facilitate bar coding of new acquisitions. Prepare monthly reconciliations between BAS and BAUD. Update acquisitions on the system (BAUD). Capture physical movement of assets and updating movements on the system. Conduct annual asset verifications. Facilitate issuing, signing and displaying of the updated inventory control sheet. Verify receipt for correctness and printing of the updated inventory control sheet. Facilitate Quarterly spot checks of assets. Conduct bar coding of assets. Render maintenance of assets. Compile reconciliations between the asset register and ledger accounts. Prepare monthly Section 40 Reports for Treasury. Develop and maintain filing systems in the unit. Record, organise, store, capture and retrieve correspondences and data. Draft submissions, memos and letters. Provide logistical support service for meetings. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Supervise subordinates and maintain discipline. Supervise training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/362 : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056834**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, (plus benefits)
CENTRE : Tshwane District Maintenance Hub
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the electrical environment / Registration as an Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/362 : **CHIEF WORKS INSPECTOR- MECHANICAL REF NO: REFS/05683**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, (plus benefits)
CENTRE : Tshwane District Maintenance Hu

<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the Mechanical environment / Registration as an Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.
<u>DUTIES</u>	:	Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/364</u>	:	<u>CHIEF WORKS INSPECTOR- ELECTRICAL REF NO: REFS/056807</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R413 001 per annum, (plus benefits)
<u>CENTRE</u>	:	Tulisa Park District Maintenance Hub
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent/N3 and a Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.
<u>DUTIES</u>	:	Conduct inspections. Prepare reports. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress

		reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/365</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION: CIVIL/STRUCTURAL REF NO: REFS/048656</u> Chief Directorate: Engineering Services
<u>SALARY</u>	:	R407 337 - R610 131 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	National Diploma: Civil/Structural Engineering or relevant qualification. A minimum of 3 years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. National Environmental Management Act of 1998. Engineering design and analysis. Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Technical design and analysis knowledge. Skills- Project management. Technical report writing. Communication. Computer. People management. Planning and organising. Change management. Creativity. Problem solving and analysis. Decision making. Attributes: Teamwork. Customer focus and responsiveness.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/366</u>	:	<u>ARTISAN FOREMAN GRADE A-B: ELECTRICAL / MECHANICAL / BUILDING REF NO: REFS/056870</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R397 329 - R593 934 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Tembisa District Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 5 years' post qualification experience as an Artisan. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Project Management. People Management. Financial Management. Conflict Management. Skills: Technical analysis. Production process knowledge and skills. Technical report writing. Problem solving and analysis. Decision making. Analytical. Communication. Planning and organising. Planning and organising. Leadership. Negotiation. Influencing.

		Attributes: Teamwork. Customer focus and responsiveness. Conflict management. Team leadership. Self-management. Decisive. Credible. Motivating.
<u>DUTIES</u>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/367</u>	:	<u>ADMIN OFFICER: TENDER ADMINISTRATION AND VETTING REF NO: REFS/056899</u> Directorate Construction Procurement (Health) Sub Directorate: Acquisitions
<u>SALARY</u>	:	R338 106 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting/ Logistics. A minimum of 1-2 years' experience in Supply Chain Management environment. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, knowledge of the department Strategy, knowledge of the SCM policy and procedures, in depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of Accounting Standards. Skills: Communication, computer literacy, analytical and report writing Attributes: Team player, able to work independently, professional, confidential. ability to work under pressure and Quality-driven.
<u>DUTIES</u>	:	Prepare advertisement of invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media. Make tender documentations available. Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Provide for a dedicated, clearly marked tender box. Record all tenders that were received late. Open each tender in line with procurement specification document. Mark is relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website. Verify that all documents are included in the tender proposal and that documents are completed accurately and signed off by the tenderer. Verify the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Confirm that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Confirm that the required documentation in terms of professional registration has been provided. Prepare schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Collect all relevant vetting forms. Validate correctness of data on vetting forms. Undertake physical vetting processes, Extract a list of all suppliers that provide professional consulting services and contractor services on a recurring basis. Validate the correctness of their information on the Supplier Data Base in terms of addresses, bank details, tax clearance certificates, Broad Based Black Economic Empowerment Verification Certificates, etc. Communicate with all Service Providers on the database to update their information where required. Administer updating of correct information for Contractors and Professional Service Providers on the Supplier Data Base Develop and maintain filing systems in the unit. Record, organise, store, capture and retrieve correspondences and data. Draft submissions, memos and letters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/368</u>	:	<u>CONSTRUCTION HEALTH AND SAFETY OFFICER REF NO: REFS/056875</u> Chief Directorate Maintenance
<u>SALARY</u>	:	R338 106 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF 6 as recognised by SAQA in Safety Management. A minimum of 1-2 years' experience in Safety Management. A training in SAMTRAC, ISO 45001, HIRA, Incident Investigation, First Aid, Fire Fighting and Evacuation Coordination is required. A valid driver's license. Competencies: Occupational Health and Safety (OHS) Act and its Regulations and environmental legislation (Construction Health and Safety), Health and safety management systems and the key components of an effective system, Principles of cause and effect and its application to hazard identification and risk management on a project. Criteria and standards for effective documentation and documents control. Skills: Computer literacy, Problem solving and analysis, Decision making, Creativity, Customer focus and responsiveness, Planning and organizing, Conflict management Attributes: Reliable and Team player.
<u>DUTIES</u>	:	Conduct site research and use trends analysis to identify system deficiencies and incident trends and outline relevant improvements. Prepare health and safety specifications for construction sites and approve project specific health and safety plans. Complete site establishment health and safety checklists. Review and update health and safety plans. Facilitate health and safety regular site, technical and progress meetings. Compile project specific emergency response and preparedness plans and test the effectiveness. Provide guidance to the establishment of the Departmental OHS Committee. Represent the district at Departmental OHS committee meetings. Facilitate legal appointment letters for 16.2s, GMR 2.1S and OHS Committees' Chairpersons. Provide demarcations and warning signs in areas where construction or maintenance operations are conducted. Propose and execute remedial solutions for safety related issues on sites. Attend the contractor's site handover. Conduct hazard identification and risk assessment processes (included in the health and safety specifications of the department or the contractor) for work activities on sites. Inspect contractors' equipment and file reports. Monitor contractors executing construction works which are not in accordance with the approved Health and Safety plans. Conduct baseline risk assessments / task specific risk assessment for the department. Conduct emergency evacuation drills in all facilities. Develop OHS Files for different facilities. Participate in management reviews of the health and safety systems. Identify training for staff and contractors on all OHS aspects. Facilitate and conduct health and safety awareness session for staff and contractors at the district on health and safety procedures, firefighting, and disaster evacuations. Act as a liaison between workers, management and subcontractors to ensure safety obligations are understood. Maintain records of safety inspections, incidents and training. Develop technical reports on health and safety issues and present findings to decision-makers.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/369</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056922</u> Chief Directorate: Construction Procurement: SCM
<u>SALARY</u>	:	R338 106 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Secretarial Diploma (NQF Level 5) or equivalent. A minimum 3 – 5 years' experience in rendering a support service to senior management. Competencies: Knowledge of relevant legislation/policies/prescripts and procedures, Basic knowledge of financial administration, Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Written communication skills. Ability to do research analyze documents and situations. Attributes: Good telephone etiquette, High level of reliability, Ability to act with tact discretion, good grooming and presentation, Self-management and motivation.
<u>DUTIES</u>	:	Receive telephone calls. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Record engagements of the senior manager. Utilize discretion to decide

whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g Progress reports, monthly reports, management reports. Respond to inquiries received from internal and external stakeholders. Draft documents as required. File document manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery and refreshments. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes /decisions and communicate to relevant role-players, follow-up upon progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the DDG and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the DDG of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 521 4118

POST 38/370

: **WORKS INSPECTOR- BUILDING REF NO: REFS/056881**
Chief Directorate: Maintenance

SALARY CENTRE

: R280 278 per annum, (plus benefits)
: Chris Hani Baragwanath Facility Maintenance Hub

REQUIREMENTS

: A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.

DUTIES

: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather

		and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/371</u>	:	<u>WORKS INSPECTOR- MECHANICAL REF NO: REFS/056923</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R280 278 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the mechanical environment/ Registration as an Engineering Technician. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.
<u>DUTIES</u>	:	Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/372</u>	:	<u>WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056836</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R280 27 per annum, (plus benefits)
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	A National Diploma in Electrical (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineer Technician. No experience required. A valid driver's license. Competencies: National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health, PFMA 1999 and Regulations. The ability to pay close attention to detail good team working skills. Skills: Communication, analytical, problem solving and technical skills Attributes: Team worker, proactive and resourceful, responsive, responsible.
<u>DUTIES</u>	:	Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and

		regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/373</u>	:	<u>WORKS INSPECTOR: MECHANICAL REF NO: REFS/056917</u> Directorate: Facilities Maintenance Services Sub Directorate: Condition assessment
<u>SALARY</u>	:	R280 278 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the Mechanical environment, or Registration as an Engineering Technician. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.
<u>DUTIES</u>	:	Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/374</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056901</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Laundry: Johannesburg
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Team Work. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor

		staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/375</u>	:	<u>ARTISAN PRODUCTION MECHANICAL: FITTER REF NO: REFS/056902</u> Chief Directorate: Maintenance
<u>SALARY</u>		R253 341 – R424 371 per annum, (plus benefits). Offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Laundry: Edenvale
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>		Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/376</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: MECHANICAL WELDER REF NO: REFS/056816</u> Directorate: Facilities Maintenance Services Sub Directorate: Routine Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Walter Sisulu
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUERIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/377</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/056817</u> Directorate: Facilities Maintenance Services Sub Directorate: Routine Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Smangalisso Mkhathswa An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/378</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/056818</u> Directorate: Facilities Maintenance Services Sub Directorate: Routine Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Smangalisso Mkhathswa An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/379</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056808</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

<u>CENTRE REQUIREMENTS</u>	:	Tulisa Park District Maintenance Hub: Building Services
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/380</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: CAPENTRY REF NO: REFS/056809</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tulisa Park District Maintenance Hub: Building Services
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/381</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056810</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Sizwe District Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills - Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising Skills. Attributes- Team player. Customer- focused. Reliable.

<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/382</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056811</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	South Rand Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/383</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056812</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R 424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Helen Joseph Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/384</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/056813</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Discovery Facility Maintenance Hub An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/385</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056885</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Carletonville Facility Maintenance Hub An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/386</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056886</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Sterkfontein Facility Maintenance Hub

<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/387</u>	:	<u>ARTISAN PRODUCTION: REFRIDGERATION REF NO: REFS/056873</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Dr George Mukhari Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/388</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056874</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Dr George Mukhari Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according

to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/389 : **ARTISAN PRODUCTION: MECHANICAL REF NO: REFS/056848**
Chief Directorate: Maintenance

SALARY : R253 341 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Far East Rand District Facility Maintenance Hub
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/390 : **ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056851**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Far East Rand District Facility Maintenance Hub
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/391</u>	:	<u>ARTISAN PRODUCTION: CARPENTRY REF NO: REFS/056852</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Bertha Gxowa/Germiston District Facility Maintenance Hub An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and Skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/392</u>	:	<u>ARTISAN PRODUCTION: CARPENTRY REF NO: REFS/056855</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tambo Memorial District Facility Maintenance Hub An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/393</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: EFS/056856 (X2 POSTS)</u> Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	East Rand District Facility Maintenance Hub An appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge

		of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/394</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056859</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Bertha Gxowa/Germiston District Facility Maintenance Hub
	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/395</u>	:	<u>ARTISAN PRODUCTION: REFRIGERATION/AIRCON REF NO: REFS/056828</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment

		and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/396</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056830</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/397</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: CARPENTRY REF NO: REFS/056831</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Steve Biko Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

POST 38/398**ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056835**

Chief Directorate: Maintenance

- SALARY** : R253 341 – R424 371 per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Steve Biko Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/399**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056918 (X2 POSTS)**

Chief Directorate: Maintenance

- SALARY** : R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Charlotte Maxeke Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUIRIES** : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/400**ARTISAN PRODUCTION GRADE A-C: WELDER REF NO: REFS/056919**

Chief Directorate: Maintenance

- SALARY** : R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Charlotte Maxeke Facility Maintenance Hub

<u>REQUIREMENTS</u>		An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/401</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: CARPENTRY REF NO: REFS/056920</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/402</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056858</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Kopanong Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management.

		Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/403</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056860</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Sebokeng Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/404</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056862 (X2 POSTS)</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE</u>	:	Sebokeng Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment

and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/405 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL REF NO: REFS/056865**
Chief Directorate: Maintenance

SALARY R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE Heidelberg Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/406 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056895**
Chief Directorate: Maintenance

SALARY R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Boilers (Tshwane)

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/407</u>	:	<u>ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/056897</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Boilers (Tshwane) An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
<u>DUTIES</u>	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/408</u>	:	<u>ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056838 (X2 POSTS)</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane Facility Maintenance Hub An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge skills and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/409</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056841</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

<u>CENTRE REQUIREMENTS</u>	:	Kalafong Maintenance Hub
	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/410</u>	:	<u>ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056842</u> Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Facility Maintenance Hub
	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/411</u>	:	<u>ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056846</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer

		skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/412</u>	:	<u>ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056847</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane Facility Maintenance Hub
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/413</u>	:	<u>ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/ 056850</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Maintenance Hub: Electrical Services
	:	An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process. knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment

		and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/414</u>	:	<u>ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056853</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Cullinan Maintenance Hub An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/415</u>	:	<u>ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056857</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Maintenance Hub: Mechanical Services An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118

<u>POST 38/416</u>	:	<u>ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056861</u> Directorate Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria West Facility Maintenance Hub An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/417</u>	:	<u>ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056864</u> Directorate: Chef Directorate: Maintenance
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria West Facility Maintenance Hub An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/418</u>	:	<u>ADMINISTRATIVE CLERK REF NO: REFS/ 056911</u> Chief Directorate EPWP: Directorate: Provincial Coordination
<u>SALARY</u>	:	R237 453 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Administration exposure will be an added advantage. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, analytical, report writing and research. Must be computer literate (Knowledge of MS word, basic

		Excel and outlook). Attributes: Self-driven. Team player. Adaptable and innovative.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/419</u>	:	<u>ADMINISTRATIVE CLERK REF NO: REFS/ 056912 (X3 POSTS)</u> Chief Directorate EPWP: Directorate: EPWP Monitoring and Evaluation
<u>SALARY</u>	:	R 237 453 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Administration exposure will be an added advantage. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, analytical, report writing and research. Must be computer literate (Knowledge of MS word, basic Excel and outlook). Attributes: Self-driven. team player. adaptable and innovative.
<u>DUTIES</u>	:	Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/420</u>	:	<u>BOILER OPERATOR REF NO: REFS/056866</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R201 093. per annum, (plus benefits)
<u>CENTRE</u>	:	District Maintenance Hub: Tshwane: Mechanical Services
<u>REQUIREMENTS</u>	:	Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1 year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working

		conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/421</u>	:	<u>BOILER OPERATOR REF NO: REFS/056903</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R201 093 per annum, (plus benefits)
<u>CENTRE</u>	:	Laundry: Dunswart
<u>REQUIREMENTS</u>	:	Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/422</u>	:	<u>BOILER OPERATOR REF NO: REFS/056814</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R 201 093 per annum, (plus benefits)
<u>CENTRE</u>	:	Tulisa Park: Discovery Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down

		according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and sign off on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/423</u>	:	<u>BOILER OPERATOR REF NO: REFS/056867</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R201 093 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane: Cullinan Maintenance Hub
<u>REQUIREMENTS</u>	:	Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1 year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 521 4118
<u>POST 38/424</u>	:	<u>BOILER OPERATOR REF NO: REFS/056868</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R201 093 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane: Weskoppies Facility Maintenance Hub
<u>REQUIREMENTS</u>	:	Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-3 years' appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct

temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/425 : **BOILER ASSISTANT REF NO: REFS/056904 (X3 POSTS)**
Chief Directorate: Maintenance

SALARY : R144 024 per annum, (plus benefits)
CENTRE : Laundry: Dunswart
REQUIREMENTS : Grade 10 (std 8). No experience required. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.

DUTIES : Assist with recording of boiler readings. Trim coal and ash removal from gritt arrester. Clean the boiler, boiler house and the surrounding environment. Regular maintenance of ash trolleys. Apply chemicals and salt to the brine tank as prescribed. Clean the brine tank and water filter. Proper usage of protective clothing (Self/Visitors). Identify and report safety hazards. Dust and clean the boilers, boiler house, coal bunker area, chemical tanks/brine tank and windows.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

PROVINCIAL TREASURY

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

APPLICATIONS : Applications should be submitted online at: <https://jobs.gauteng.gov.za>
CLOSING DATE : 09 November 2026 @00:00 midnight
NOTE : Applications should be submitted online and must be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Pre-entry SMS certificate is compulsory for SMS appointments. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. All shortlisted candidates for SMS posts will be subjected to 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. 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. Selection panels shall score both technical exercises as an additional criterion in the

interview process. 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.

MANAGEMENT ECHELON

<u>POST 38/426</u>	:	<u>DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: REFS/056949</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Internal Auditing / Accounting or Four-Year B- Tech Degree with majors in Accounting and Auditing. A Post graduate qualification and Certified Internal Auditor/Chartered Accountant would be advantageous. 5 years of experience at middle/senior managerial level in Internal audit. Valid driver's license. Public Service SMS Pre-Entry certificate submitted prior to appointment. Knowledge of Management Ability, Public Finance Management Act, Treasury Regulations, DPSA Frameworks, PFMA and IIA Standards.
<u>DUTIES</u>	:	To lead and manage Risk and Compliance audit for GPG Departments and Trading Entities. Manage and develop the compilation of the Department's three-year risk-based audit plans (minimum of 3 Departments). Direct and lead the implementation of the approved Departmental three-year risk-based audit plans. Manage and ensure that audits are conducted in accordance with GAS audit methodology, IIA Standards and best practice. Manage stakeholder engagement and reporting. Manage Resources; Maintenance of discipline. Management of performance and development of staff. Undertake Human Resource and other related administrative functions including recruitment process. Establish, implement, and maintain efficient and effective communication arrangements. • Develop and manage the operational plan of the unit and report on progress as required. Implement, and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Manage the implementation of GAS Risk Management Mitigation Plan.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.
<u>POST 38/427</u>	:	<u>DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: REFS/056952</u> Directorate: Financial Governance
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 7) in Risk Management/ Auditing or Finance. 5 years' experience in middle / senior management level in Risk Management. Public Service SMS Pre-entry Programme must be submitted prior to appointment. Valid driver's license.
<u>DUTIES</u>	:	To manage, promote and enforce Provincial Risk Management Services in Departments and delegated Municipalities. Manage the development of Provincial Norms and Standards. Provide technical guidance and capacity building to Departments and Municipalities. Monitor, evaluate and report on Risk Management implementation in Departments and Municipalities. Manage and communicate Audit findings. Manage the development and review of a Provincial Risk Register. Management of the Directorate.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>NOTE</u>	:	The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.

OTHER POSTS

<u>POST 38/428</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING SUPPORT REF NO: REFS/056953</u> Directorate: Financial Governance
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three- year tertiary qualification (NQF level 7) in Financial Accounting as major subject. 3-5 years junior Management level (ASD) experience in accounting environment.
<u>DUTIES</u>	:	To provide accounting service support. Facilitate and support departments and entities with the implementation of accounting policies to comply with minimum requirements. Manage the provision of technical assistance in terms of accounting support with regards to best practices. Facilitate and coordinate training regarding accounting standards and compilation of financial statements. Manage the component.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/429</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: REFS/056954</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three- year tertiary qualification (NQF level 7) in Business Management/ Purchasing/ Supply Chain Management (SCM)/ Procurement Management. 3- 5 years' experience in Transversal Sourcing at a Junior Management (ASD Level);
<u>DUTIES</u>	:	To manage Strategic Sourcing services to the Gauteng Provincial Government. Manage the increase of BBBEE Preferential Procurement spend from 60% to 70%. Manage the adherence to Operational Budget by achieving 98% budget spend. Improve tender processes and reduce turnaround time (from 120 -90 days). Manage contract to client satisfaction and to increase customer satisfaction. Reports submitted timeously. Management of staff.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/430</u>	:	<u>DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: REFS/056956</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF Level 7) in Finance/ Commerce/ Economics/ Built Environment/ Law/ Public Management. 3 – 5 years' experience at Junior Management level in PPP's/ Infrastructure/ Law/Commerce/Project Management. Knowledge of the Constitutional, legal and institutional arrangements governing South Africa.
<u>DUTIES</u>	:	To manage the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects. Monitor compliance with relevant regulations governing Public Private Partnership (PPP)'s. Provide technical support and advice for PPP Infrastructure projects. Analyse restructuring projects and feasibility studies for non-core functional services. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential PPP infrastructure projects. Provide support to management on Ad-hoc/ non-PPP related tasks and projects. Render the following additional support to the Directorate: Administrative and financial support, Project and human resource related support to the Directorate and supervisory and management of staff (where applicable). Manage the mandatory Monitoring and Evaluation function of the Unit. Risk Management, Budget and Procurement functions.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862

<u>POST 38/431</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: REFS/056957</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF Level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' experience at junior management or supervisory level and people management experience. 5 years of experience in Asset Management. At least 3 years working experience in Local Government or Provincial Treasuries' MFMA Unit. Knowledge of Public Service Act and Regulations, SA Constitution, Disaster Management Act, Electricity and Water Act, Municipal Finance Management Act and Regulations.
<u>DUTIES</u>	:	To promote and enhance effective asset management in the municipal sphere of government in full compliance with Municipal Finance Management Act (MFMA) and related MFMA Regulations. Manage and provide leadership to the sub-directorate. Provide and manage the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required includes inventory management. Manage the monitoring, evaluation, and reporting on compliance by municipalities with asset practices against the legislated prescripts. Provide and manage support to municipalities pertaining to municipal asset management.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/432</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES (CASH MANAGEMENT, INVESTMENT MANAGEMENT AND BORROWINGS MANAGEMENT) REF NO: REFS/056959</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three- year tertiary qualification (NQF level 7) in Corporate Finance / Financial Accounting/ Auditing. 3 – 5 years of experience at supervisory/ junior management level in Local Government or Corporate Finance. A driver's licence.
<u>DUTIES</u>	:	To monitor and promote effective management of financial assets and financial liabilities in the municipal sphere of government. Manage and implement the monitoring of cash management practices by municipalities and municipal entities in compliance with the Municipal Finance Management Act (MFMA) and relevant regulations. Manage and implement the monitoring of investments practices by municipalities and municipal entities in compliance with the Municipal Finance Management Act (MFMA), and the Municipal Investments Regulations. Manage and implement the monitoring of short and long-term borrowings in municipalities and municipal entities in line with the Municipal Finance Management Act (MFMA), and the Municipal Debt Disclosure Regulations. Manage the support provided to municipalities pertaining to cash management, investments management, and borrowings. Management of the resources.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/433</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL REVENUE MANAGEMENT REF NO: REFS/056960</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF Level 7) in Financial Management / Accounting/ Auditing/ Internal Auditing/ Cost Management / Cost Accounting. 3 - 5 years' experience of which 3 must be at supervisory / junior management level in local government finance, preferably monitoring or implementing Municipal Budgets/ Revenue Management.

<u>DUTIES</u>	:	To promote effective revenue management in the municipal sphere of government and ensure compliance with the Municipal Finance Management Act. Manage the monitoring of the municipal revenue management processes in municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act, the MFMA Regulations and other related Legislations. Manage monitoring of compliance with compliance with the Municipal Finance Management Act and related Legislations by local authorities related to Municipal Revenue Management. Provide relevant and bespoke support to municipalities pertaining to municipal revenue management and related processes. Manage effective and strategic intergovernmental relations (internally and externally). Includes participation in intergovernmental meetings, workshops, collaboration sessions, especially with the National Treasury. Manage resources.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/434</u>	:	<u>DEPUTY DIRECTOR: MFMA IMPLEMENTATION AND CAPACITY BUILDING REF NO: REFS/056962</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 7) in Accounting/ Financial Management/ Public Finance/ Public Administration/ Economics/ Local Government Finance/ Auditing/ Commerce or related field. 3-5 years junior Management level (ASD) experience in the accounting environment in municipal oversight, MFMA compliance monitoring, capacity building, stakeholder coordination, and support interventions and/or related environment.
<u>DUTIES</u>	:	To monitor compliance with financial management and annual reporting framework. Coordinate MFMA Implementation and Policy support. Monitor, support and report on the implementation of the MFMA and supporting regulations. Coordinate, engage and support stakeholder's engagements to enhance MFMA compliance. Coordinate and Monitor Municipal Capacity Building Programmes. Management of resources.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/435</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL RISK AND ESCALATIONS REF NO: REFS/056963</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 7) in Supply Chain Management/ Finance or Accounting. 3-5 years' experience in the Financial and economic environment at an ASD level. Valid driver's license.
<u>DUTIES</u>	:	To manage, develop and provide price strategies, financial analysis, contract price adjustment, and mitigate the identified supply chain risks. Manage the Development of price strategies. Review financial analysis performed and Reporting. Review and approved price adjustment calculations. Monitor Identified risks on transversal contracts. Manage the Stakeholder Relationships and Personnel.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/436</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL RISK AND ESCALATION REF NO: REFS/056965</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Supply Chain Management/ Law/ Finance or Accounting. 3-5 years' experience in the Financial and economic environment. A valid driver's licence.
<u>DUTIES</u>	:	To develop and provide price strategies, financial analysis, contract price adjustment, and mitigate the identified supply chain risks. Conduct industry research. Perform financial analysis. Perform price adjustment calculations.

		Identify risks on transversal contracts. Provide training process. Provide monthly, quarterly and annual reporting.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/437</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC FINANCE MANAGEMENT ACT (PFMA)</u> <u>REF NO: REFS/056968</u> Directorate: Financial Governance
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Auditing/ Accounting/ Compliance or Risk Management. A Postgraduate Diploma in Compliance will be an added advantage. 3–5 years' experience in the Accounting/ Risk Management/ Compliance, and or Auditing environment at an administrative functional level. Demonstrated ability to apply governance frameworks, interpret legislation, and support organisational. Understanding of PFMA, Treasury Regulations and relevant legislations.
<u>DUTIES</u>	:	To monitor, evaluate and report compliance with the provisions of PFMA and Treasury Regulations within GPG Departments. Provide guidance for the development of a compliance universe and the categorization of acts within it for the GPG departments. Assist in reviewing and finalizing Compliance Risk Management Plans (CRMP). Assist with the implementation of CRMP action plans monitored and tracked. Assist with tracking and monitoring the implementation of Compliance Risk Management Action plans and the AGSA Audit recommendations for GPG Departments. Coordinate PFMA requests by providing advice to the Head of Department through a formal letter. Provide training to GPG Departments as requested or as identified by the unit: Management of the unit.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/438</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM SUPPORT AND TRAINING REF NO:</u> <u>REFS/056970</u> Directorate: Financial Governance
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year-tertiary qualification (NQF level 6) in Computer Science / Information Technology / Informatics / Financial Information Systems / Finance related qualification / Public Management. 3 – 5 years' experience in SAP Enterprise Resource Planning (ERP) System Support Procurement Support and Financial Accounting. (SAP FI, MM) and training. 3 – 5 years' experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts. Knowledge of the Public Finance Management Act (PFMA) Knowledge of Municipal Finance Management Act (MFMA) Knowledge of customer relationships in a shared services environment.
<u>DUTIES</u>	:	To provide system support to all GPG SAP/SRM users on transversal systems. Monitor compliance and enforce prescribed legislation, policies, and guidelines relating to transversal systems. Render support services and guidance to transversal systems users. Co-ordinate the capacity building of transversal system users. Monitor access management of transversal systems closely with SAPSRMERP and SAPAUTH teams. Administrative management of the Section/Unit; Supervise and manage tasks assigned to specialist super users (SAP/SRM System Support Team).
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/439</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: REFS/056972</u> <u>(X2 POSTS)</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Business Management/ Purchasing/ Supply Chain Management (SCM)/ Procurement Management. 3-5 years' experience in Transversal Sourcing as an administrator in procurement and/or supply chain managerial position. Knowledge of procurement best practices including sourcing strategies. Experience in vendor

		management and BBBEE /SMME development. Experience and understanding of the South African market.
<u>DUTIES</u>	:	To provide Transversal Sourcing services to the Gauteng Provincial Government. Improve tender process and reduce turnaround times from 120-90 days. Finalise award of contract within agreed SLA. Contract Management: Manage contract to client satisfaction and increase customer satisfaction and submission of status report. Obtain minimum satisfaction level from customer service. Facilitate that the contract is visible on the system (SRM & /SAP R3) Increase BBBEE preferential procurement spends from 60% to 70%.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/440</u>	:	<u>ASSISTANT DIRECTOR: MFMA IMPLEMENTATION AND CAPACITY BUILDING REF NO: REFS/056973</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year-tertiary qualification (NQF level 7) in Accounting/ Financial Management/ Public Finance/ Public Administration/ Economics/ Local Government Finance/ Auditing/ Commerce or related field. 3-5 years' experience in municipal oversight, MFMA compliance monitoring, capacity building, stakeholder coordination, and support interventions and/or related environment.
<u>DUTIES</u>	:	To facilitate and support the coordination, monitoring, reporting and evaluation of the implementation of the Municipal Finance Management Act. To facilitate and support the coordination and effective implementation of the MFMA and related policies. To facilitate the monitoring, supporting and reporting on the implementation of the MFMA and supporting regulations. Contribute and participate in stakeholder engagements to enhance MFMA Compliance. To facilitate the Coordination and Monitoring of Municipal Capacity Building Programmes. Facilitate the Coordination of Knowledge Management, Research, and Best Practice Sharing.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/441</u>	:	<u>ASSISTANT DIRECTOR: SCM DEMAND AND CONTRACT MANAGEMENT REF NO: REFS/056974</u> Directorate: Office of the Chief Financial Officer
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Supply Chain/ Procurement/ Finance/ Law/ B-Tech in Logistics. Drivers licence. 3 - 5 years' experience in the Demand and Contract Management environment as an administrator/at functional level. Knowledge of Public Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Knowledge of GPG delegation of authority requirements and policies and procedures. Knowledge of GPG financial and administration processes, policies and procedures.
<u>DUTIES</u>	:	To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual Procurement and demand plan. Supervise and compile tender/quotation specifications as required. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following:
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862

<u>POST 38/442</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056976</u> Directorate: Office of the Chief Financial Office
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) in Financial Accounting. 3-5 years' experience in Financial Accounting at supervisory level. Knowledge And Skills: Understanding of Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA) and Treasury regulations.
<u>DUTIES</u>	:	Manage the provision of Financial Accounting Services. Revenue and Cash Management: manage the collection and recording of revenue, cashier management, ensure that the cash is allocated correctly, monitoring of the cash book, petty cash management, managing the departments liquidity requirements. Debt management; administration and clearing of inter-departmental receivables and payables monthly, oversee the identification and accurate recording of debts owed to the department. Expenditure Management: Ensure timely payment of goods and services, oversee the verification of source documents; supplier reconciliation, authorise the payment of transfers and subsidies processed on the accounting system. Reporting; Reporting: oversee the compilation of Section 40 PFMA report, interim and annual financial statements, clearing of suspense accounts, trial balance analysis; ensure the safeguarding of all source documents. Liaise with internal and external stakeholders on financial management matters Supervise employees to ensure sound financial management services, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage performance, conduct and discipline of subordinates.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/443</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE (GENERAL ACCOUNTING) REF NO: REFS/056977</u> Directorate: Financial Governance
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year-tertiary qualification (NQF level 7) as recognised by SAQA in Financial Accounting or BCom -Majoring in Financial Accounting. 3-5 years' proven work experience in the monitoring and analysing of processing journals, analysing General Ledger, and worked in the accounting environment at an administrator functional level. BAS, SAP, PERSAL and online processing of journals on BAS experience will be an advantage.
<u>DUTIES</u>	:	To provide effective and efficient accounting compliance services to the GPG Departments and Trading Entities. Engage with relevant internal and external stakeholders regarding Trial Balance (TB) analysis, monitoring expenditure and reviewing the AFS/IFS. Monitor the processing of Journals and Perform manual interface. Monitor the analysis of Expenditure Reports against Approved Budget. Analyse and reconcile ledger report according to the NT Accounting Standards for GPG departments. Review of Annual and Interim Financial Statements (AFS/IFS) reports in accordance with applicable accounting standards. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. B. Mtshizana at 060 387 4862
<u>POST 38/444</u>	:	<u>SENIOR ADMINISTRATION OFFICER AUDITOR: PERFORMANCE AUDIT REF NO: REFS/056978 (X5 POSTS)</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R413 001 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) in Auditing/ Accounting/ Financial Management. 2 – 3 years' experience in Performance Audit environment, Driver's License. Knowledge Departmental policies and procedures. Public Finance Management Act. Treasury Regulations, DPSA Frameworks and IIA Standards.
<u>DUTIES</u>	:	To conduct performance audit reviews for GPG departments. Prepare, coordinate and facilitate Audit plans for departments; Participate in the

development of the annual audit plan through risk stakeholder consultations, Develop detailed audit engagement plans, including audit objectives, scope, methodology, and resource allocation. Assist in identifying key risks, symptoms, control weaknesses and areas requiring improvement prior to commencement of the audit. Prepare agenda and attendance register for contact meeting within a stipulated time frame of receiving signed engagement letter and steering Committee. Gather background information, analyse APP, Ops plans, budget etc, Document system descriptions, perform walk through tests. Prepare the audit program (developing audit procedures) Sign off planning documents and update Team-mate file. Conduct audits in compliance with Gauteng Audit Services (GAS) Performance audit methodology. Perform audit project in compliance with Gas: Performance Audit Methodology. Report and communication on Audit Projects conducted. Provide support and advisory services to Client Departments. Provide Administrative duties.

ENQUIRIES

: Ms. B. Mtshizana at 060 387 4862

POST 38/445

: **ADMINISTRATION OFFICER: SECURITY REF NO: REFS/056979**
Directorate: Corporate Services

SALARY

: R338 106 per annum, (plus benefits)

CENTRE

: Johannesburg

REQUIREMENTS

: A three-year tertiary qualification (NQF level 6) in Public Management/ Administration. 1 - 2 years' experience in safety and security services environment. Basic OHS experience, investigative skills, CCTV cameras, creation of access cards/biometric access. Knowledge of Public Service Act and regulations. Customer service. MISS Document and Knowledge of Safety and Security Act.

DUTIES

: To coordinate and implement security Services within the department. Facilitate, monitor and render the administration of technical security and safety administration of CCTV and Digital video recorder (DVR); Monitor CCTV cameras, Retrieve CCTV footage for investigation purposes, Continuous monitoring of CCTV and Collection of evidence on DVR. Maintenance and administration of access control system; Implement and reset card readers and biometric readers, create access for new employees and issue ID cards (taking pictures), Liaise with IT unit and HR (New appointments and resignations), Provide equipment pass-outs (link to access cards), Maintaining and update the access and asset databases, maintain system integrity, prevent unauthorised access and minimise downtime. Conduct and implement risks and threats assessments; Identify security related risks and threats by walkabouts and inspections, Implement the findings of the Threats and Security assessment and Audits, Compile reports of security breaches and submit to supervisor, assist in investigations of all security breaches/incidents, Liaise with SAPS about stolen GPT assets and request affidavits, Interview staff members and obtain statements. Assist in investigation of all crimes and incidents in the department; Coordinate the reporting of the lost/damaged IT equipment on the Loss/Damaged template, facilitate the reported case dockets and liaise with SAPS about stolen GPT assets and request affidavits, gather evidence (CCTV footage, statements etc.) for investigations, Investigate and confirm cases and obtain the statement from the witness. Produce investigated Reports with relevant recommendations. Coordinate the implementation of staff vetting services. Facilitate the implementation of vetting awareness programs; Coordinate the provision of MISS training facilitated by State Security Agency, Issue vetting forms and the provision of screening for both staff and service providers, Submission of vetted forms to the State Security for processing and the maintenance of proper safekeeping, File vetting results on the database and communicate the results with the 10, employees and relevant stakeholders, implement the remedial action where necessary, assist in conduct sweeping (TSCM- Technical Surveillance Counter Measure). at the location where sensitive information will be discussed, Safeguard the sensitive and classified information as provided by MISS.

ENQUIRIES

: Ms. B. Mtshizana at 060 387 4862

POST 38/446 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: SCM, CLIENT SUPPORT AND DIRECTOR: SCM, POLICY NORMS AND STANDARDS REF NO: REFS/056980 (X2 POSTS)**
Directorate: Provincial Supply Chain Management

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric + Secretarial Diploma or equivalent qualification. 3 – 5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Knowledge of Public Service Act and regulations.

DUTIES : To render secretariat support services to the Provincial Supply Chain Management. Provides a secretarial/receptionist support service to the DDG/Chief Director/Director(s). Renders administrative support services. Provides support to managers regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public, Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/447 : **MESSENGER/DRIVER REF NO: REFS/056981**
Directorate: Office of the Chief Financial Officer

SALARY : R201 093 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 or equivalent appropriate qualification. 1- 2 years' experience. Valid driver licence as well as a Professional Driving Permit (PDP). Basic Computer literacy, Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions, Sound interpersonal skills.

DUTIES : To provide driving functions for Gauteng Provincial Treasury. Delivery and collection of items. Provision of shuttle services. Delivery and collection of vehicles. Delivery and collection of staff. General Administration function. Conduct daily vehicle inspections.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

DEPARTMENT OF ROADS AND TRANSPORT

MANAGEMENT ECHELON

POST 38/448 : **CHIEF FINANCIAL OFFICER REF NO: REFS/057042**
Branch: Finance

SALARY : R1 554 696 – R1 858 821 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A post graduate qualification (NQF level 7) Accounting / Financial Management / Management Accounting / Finance/Auditing. 5 years' experience at a senior managerial level in financial / management / management accounting field. A valid driver's license. Completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government must be submitted prior to appointment. Knowledge: PFMA and Treasury Regulations, Modified Cash Standard and Public Sector Accounting, Budgeting, Costing, and Financial Modelling, Audit and Compliance Management, Infrastructure Financial Management, Financial Systems (BAS, LOGIS, PERSAL, SCOA, GPDRT and GPG policies and procedures, Relevant public service prescripts, Service Level agreements, DORA, PPPFA, Preferential Procurement Regulations. Skills: Strategic management, Project management methodologies, Business Performance management, Change management, Stakeholder relations, Analytical thinking, Policy formulation, Financial management, Problem solving, Report writing.

<u>DUTIES</u>	:	Oversee the strategic financial leadership, innovation and internal control systems. Oversee promotion and implementation of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Oversee Financial Accounting and Reporting management. Lead the Budgeting, Management Accounting and MTEF. Oversee Supply Chain Management Services. Manage resources (Human/ Finance/ Assets).
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employment Equity Plan, preference will be given to Females and Persons with disabilities.
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/449</u>	:	<u>DIRECTOR: INFORMATION TECHNOLOGY REF NO: REFS/057046</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 317 384 – R1 551 696 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 in Information Technology, Computer Science, Information Systems, Informatics, Business Information Systems / Business Information Management. 5 years' experience at the middle management (Deputy Director post)/Senior Management level in ICT environment. Completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government must be submitted prior to appointment. Knowledge: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures, Information Systems development life cycle, Servers & networks. ICT Governance,

<u>DUTIES</u>	:	Desktop Support. Kills: Client orientation and customer focus, People management and empowerment, Service delivery innovation, Programme and project management, Strong problem solving and analysis, Employee relations, Change management, Business performance management, Community relations, Stakeholder relationship management, Public Relations. Provide ICT leadership and advisory services to the Department and stakeholder management. Manage ICT governance, policy, compliance and risk management. Manage and maintain departmental information systems. Manage ICT infrastructure, operations and end-user support services. Manage ICT security, continuity and resilience. Manage ICT projects and financial governance standards. Manage resources.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Females and Persons with disabilities.
<u>CLOSING DATE</u>	:	06 November 2026

OTHER POSTS

<u>POST 38/450</u>	:	<u>DEPUTY DIRECTOR: MEDIA AND STRATEGY REF NO: REFS/056938</u> Branch: Corporate Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma NQF level 6/ Bachelor's degree NQF 7 in Communications/Public Relations/Media Liaison/Journalism. 3-5 years' experience at Assistant Director level (Junior Management) within the communications environment. Knowledge and skills Relevant legislation and Public Service Regulations, Gauteng Provincial Treasury policies and procedures, and the National Road Traffic Act. Client orientation and customer focus; people management and empowerment; service delivery innovation; strong problem-solving and analytical skills; employee relations; change management; stakeholder relationship management; financial management

	and analytical skills; research and report-writing; presentation skills and the use of analytical tools.
<u>DUTIES</u>	: Manage media networking and briefing sessions. Manage Media Content as a liaison between the Department and the Media stakeholders. Manage the implementation of the department's media strategy. Manage resources (Human, Finance, Equipment, Assets) in the sub-directorate.
<u>ENQUIRIES</u>	: Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>APPLICATIONS</u>	: To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employment Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.
<u>CLOSING DATE</u>	: 06 November 2026
<u>POST 38/451</u>	: <u>DEPUTY DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: REFS/057124</u> Directorate: Corporate Services
<u>SALARY</u>	: R932 292 per annum (Level 11)
<u>CENTRE</u>	: Bedfordview
<u>REQUIREMENTS</u>	: NQF Level 7 in Communications/Marketing A valid Driver's License 3 – 5 years at Assistant Director level in Communications / Marketing. A valid Driver's Licence. Knowledge in Government Communication Systems. Marketing and Branding Media Relations and Public Relations Digital Communication and Social Media. Stakeholder and Public Engagement, Legislative and Regulatory Frameworks, Strategic Management, Financial and Resource Management Research and Communication Analysis.
<u>DUTIES</u>	: Manage the development and implementation of marketing and communication strategies: Develop and implement an annual Marketing and Communication Strategy aligned to g-Fleet's strategic goals and APP. Align communication plans with service delivery priorities, including fleet optimisation, cost reduction, and customer satisfaction. Coordinate integrated campaigns to promote g-Fleet services and innovations. Provide strategic communication support, SMT, and the Office of the MEC where required. Review and update strategies based on performance data and stakeholder

feedback Manage the development and implementation branding in line with Corporate Identity standards: Develop and enforce brand guidelines for all internal and external communications. Review and approve marketing materials to ensure compliance with corporate identity standards. Promote brand visibility across government platforms and stakeholder environments. Strengthen brand positioning as a reliable and innovative fleet management entity. Conduct periodic brand audits to ensure consistency. Manage stakeholder engagement and public relations: Develop and implement stakeholder engagement plans targeting client departments, municipalities, and entities. Manage public relations activities, including media liaison, press releases, and stakeholder communications. Facilitate media inquiries in line with government communication protocols. Facilitate stakeholder awareness sessions and outreach programmes. Monitor public perception and reputational risks and implement mitigation strategies. Enhance digital marketing and content management: Develop and manage content for the g-Fleet website and digital platforms.: Implement social media strategies to increase engagement and awareness. Develop email marketing and internal communication campaigns. Manage regular updates of digital platforms with relevant and accurate information. Use digital platforms to promote customer-centric services and innovations. Promote g-Fleet services to drive utilisation: awareness, and stakeholder value. Design and implement targeted marketing campaigns for fleet services and new initiatives. Develop marketing collateral (brochures, presentations, reports, promotional materials). Support rollout of new systems and services through communication campaigns. Coordinate internal campaigns to improve staff awareness and alignment. Evaluate campaign effectiveness and refine approaches accordingly. Deliver high-impact events and communication platforms that support stakeholder engagement and service awareness: Plan and manage corporate events, including launches, stakeholder forums, and roadshows. Coordinate participation in government and industry exhibitions. Develop speeches, presentations, and briefing notes for leadership. Ensure professional execution of all events aligned with branding and strategic objectives. Evaluate event outcomes and stakeholder feedback Conduct research, monitor and report using data, insights and performance tracking: Conduct market and stakeholder research to identify trends and opportunities. Monitor marketing and communication performance indicators (e.g., customer satisfaction, engagement levels). Compile monthly, quarterly, and annual reports on communication activities. Analyse campaign performance and provide recommendations for improvement. Benchmark g-Fleet performance against industry and public sector best practices. Manage Resources: Manage employee performance through Performance Management and Development System (PMDS) processes Prepare and manage the unit's budget in line with organisational priorities and PFMA requirements. Prepare and manage the unit's budget in line with organisational priorities and PFMA requirements. Monitor expenditure and ensure effective, economical, and efficient utilisation of resources. Manage communication and marketing assets, equipment, and information resources.

ENQUIRIES
APPLICATIONS

NOTE

- : Ms. Precious Maimela Tel No: (010) 345 1538
- : All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>
- : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the

Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/452</u>	:	<u>DEPUTY DIRECTOR: LOSS CONTROL AND VEHICLE MONITORING REF NO: REFS/057132</u> Directorate: Transport Support Services
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	NQF Level 7 in Transport Management or Logistics, 3-5 years relevant experience in vehicle tracking industry and fleet management environment at supervisory/management (ASD) Level. A Valid driver's License. Knowledge in Fleet Management Operations Loss Management Monitoring and Compliance Financial Management Investigations and Risk Management Data Analysis and Reporting Stakeholder Management.
<u>DUTIES</u>	:	Manage vehicle tracking operations and risks: Develop and implement loss prevention and vehicle security strategy. Monitor fleet movement and identify risk anomalies and unauthorised vehicle usage. Investigate vehicle incidents. Establish and maintain procedures to minimize operational losses. Coordinate with law enforcement when required. Implement training programmes on tracker technology and customer service. Manage theft and recovery processes: Coordinate recovery efforts by external stakeholders e.g. law enforcements agencies and clients. Maintain accurate records of theft incidents recoveries and associated performance matrix. Prepare operational loss control and recovery performance reports. Manage customer support function and technical services delivery: Supervise technical support personnel and field technicians. Maintain strong technical knowledge of telematics and fleet technology. Manage and review technical service contracts and service provider performance. Manage customer escalations and resolve complex operational issues. Manage compliance with service level agreements and contractual obligations. Monitor technical support operations and drive continuous improvement in loss control and fleet visibility: Monitoring of fleet activities and critical alerts. Implement best practices for fleet visibility and operational efficiencies. Manage escalations relating to tracker devices communication failures and monitoring exceptions. Monitor customer support

recovery success rates, monitoring efficiency and technical performance. Utilize advance Excel tools to analyse fleet performance to identify trends and management reports for executive decision making. Manage Resources: Manage employee performance. Manage employee personal development plans. Management and Development System (PMDS) processes. Prepare and manage the unit's budget in line with organisational priorities and PFMA requirements. Monitor expenditure and ensure effective, economical, and efficient utilisation of resources.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538
APPLICATIONS : All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/453 : **ASSISTANT DIRECTOR: FLEET LOGISTICS REF NO: REFS/057057123**
 Directorate: Permanent Fleet

SALARY : R487 197 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	: Bedfordview
	: A minimum three-year National Diploma (NQF Level 6) qualification in Transportation, Logistics, Public Management and Administrative degree, A valid B/EB driver's License. Three (3) to Five (5) years functional experience in Fleet Management Services environment. Knowledge of managing Full Maintenance Lease (FML) contracts and must be proficient in MS Suite (Excel). Knowledge in Fleet Logistics Management Supply Chain and Logistics Operations, Fleet Maintenance Management, Legislative and Regulatory Compliance Financial Management Fleet Information Systems Risk and Operational Management Performance Monitoring and Reporting.
<u>DUTIES</u>	: Implement prescribed policies: Adhere to and promote applicable legislation, departmental prescripts, transport policies and the Code of Conduct for the Public Service. Monitor compliance with processes, procedures and internal controls of the Entity. Participate in the development, review and implementation of policies and standard operating procedure (SOP) to address identified gaps in the operation. Monitor the implementation of approved policies, procedures and recommend corrective measures where non-compliance is identified: Maintain appropriate records and evidence of policy compliance to support internal and external audits. Monitor the vehicle preparation process: Monitor the allocation process of vehicles in line with client needs (specification) and requirements Verify the roadworthiness of the vehicles prior to issuing the vehicle to client. Coordinate the end-to-end licensing and registration process. Liaison with internal / external stakeholders regarding vehicle fitments for new vehicles and monitor compliance with regulatory requirements (SOP and SLA). Coordinate dispatch and receiving of vehicles: Monitor the process of vehicle dispatch to clients. Verify the accuracy of vehicle usage data captured on the Fleet Information System (FIS) Monitor the returns and replacements of vehicles at the end of term and facilitate the handover process to Asset Management. Maintain accurate records of vehicle information on file. Monitor vehicle contracts and administration: Monitor contract management in line with Full Maintenance Lease (FML) agreements. Compile monthly and quarterly reports on Fleet Leasing deliverables. Monitor utilisation of vehicles usage using different data sources to compile analysis on MS Excel. Provide input on the restructuring of contracts. Supervision of resources in the component and perform generic managerial function (Including people supervision): Provide operational guidance and support to the component. Supervise and monitor staff performance, work allocation, attendance and leave in accordance with the applicable policies and procedures. Monitor the utilisation of the financial and operational resources. Coordinate and monitor the implementation of the operational plans and work schedule activities related to Fleet Logistics functions. Promote a professional, accountable and performance driven working environment within the component. Maintain and update the operational risk register for fleet logistics activities.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. Precious Maimela Tel No: (010) 345 1538
	: All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	: Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April

2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/454</u>	:	<u>ASSISTANT DIRECTOR: CUSTOMER SERVICES CENTRE REF NO: REFS/057122</u> Directorate: Customer Relations Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	a minimum three year National Diploma (NQF Level 6) in Public Administration / Business Administration Management. 3-5 years' supervisory experience in call Centre / Operations Management environment. Valid Driver's License. Computer literacy. Knowledge: Effective communication, writing and reporting skills. Knowledge: Customer Management. Result / quality Management. Innovation / Continuous improvement. Problem Solving. Analytical. Negotiation. Decision Making. Communication. Initiative. Diversity awareness.
<u>DUTIES</u>	:	Customer Service Management: Manage and coordinate Customer Service Centre operations. Ensure customers receive efficient, professional, and timely services. Monitor service standards and compliance with organizational policies. Develop and implement customer service improvement initiatives. Supervision and Staff Management: Supervise and manage Customer Service Centre personnel. Allocate work, monitor performance, and provide guidance to staff. Facilitate staff training and development programmes. Conduct performance assessments and provide coaching where necessary. Customer Complaints and Queries Management Oversee the resolution of customer complaints, enquiries, and service requests. Investigate complex customer issues and recommend corrective actions. Ensure adherence to customer service turnaround times. Monitor trends in complaints and develop improvement interventions. Stakeholder Relations and Communication Liaise with internal and external stakeholders regarding customer service matters. Maintain effective communication channels with customers and service providers. Promote customer-centric service delivery practices. Monitoring, Evaluation and Reporting. Compile monthly, quarterly, and annual customer service reports. Analyse customer feedback and service performance data. Monitor service delivery standards, customer satisfaction levels, and key performance indicators (KPIs). Provide recommendations to management for continuous improvement. Policy and Compliance Management. Ensure compliance with applicable legislation, departmental policies, and service

standards. Assist in developing and reviewing customer service policies, procedures, and service charters. Promote adherence to Batho Pele Principles and public service regulations. Resource and Risk Management. Manage resources allocated to the Customer Service Centre. Identify operational risks and implement mitigation measures. Ensure proper management of assets, records, and information within the unit.

<u>ENQUIRIES</u>	:	Ms. Precious Maimela Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/455</u>	:	<u>ASSISTANT DIRECTOR: CALL CENTRE REF NO: REFS/057121</u> Directorate: Customer Relations Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Bedfordview

<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6) in Public Administration/Business Administration Management. 3-5 years' supervisory experience in call Centre/Operations Management environment. Valid Driver's License. Computer literacy. Knowledge: Effective communication, writing and reporting skills. Knowledge: Customer Management. Result/quality Management. Innovation/Continuous improvement. Problem Solving. Analytical. Negotiation. Decision Making. Communication. Initiative. Diversity awareness.
<u>DUTIES</u>	:	Manage the implementation of prescribed policies: Adhere to and promote legislative, departmental prescripts and the code of conduct for the public service. Monitor compliance with call centre processes, procedures and internal controls of the entity, promote the application of Batho Pele Principles and customer service best practices, Develop and implement operational improvement initiative in response to identified service delivery gaps and operational requirements. Supervise and monitor daily call centre operations: Allocate operational resources to support effective call centre service delivery, monitor customer interactions and service delivery standards within the call centre environment, Maintain working relationships with internal and external stakeholders. Coordinate call centre reporting and administrative functions. Monitor customer query resolution and client support services: Monitor the resolution of customer queries and complaints within agreed turnaround times, provide guidance to clients on products, services and operational processes of the entity, track escalated queries and coordinating corrective actions where required, Analyse customer service trends and provide recommendations for continuous improvement. Coordinate vehicle allocation, Maintenance bookings and returns: Coordinate the issuing of short-term rentals to clients, coordinate the receiving and issuing of vehicles scheduled for maintenance and repairs booking, facilitate the handover process to asset management. Supervise Resource: Provide operational guidance and support to the component, Supervise and support staff in the execution of daily activities, monitor utilisation of financial and operational resources within the unit, compile budgetary inputs and provide recommendations on operational resource requirements, Facilitate staff development and promote continuous improvement within the component.
<u>ENQUIRIES</u>	:	Ms. Precious Maimela Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . 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. Selection panels shall score

both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE

:

06 November 2026

POST 38/456

:

ASSISTANT DIRECTOR PANEL BEATING AND MECHANICAL REF NO: REFS/057120

Directorate: Fleet Maintenance

SALARY

:

R487 197 per annum (Level 09)

CENTRE

:

Bedfordview

REQUIREMENTS

:

A minimum three year National Diploma (NQF Level 6) in Mechanical Engineering, Automotive Engineering, Transport Management, Fleet Management. 3-5 years' supervisory experience in vehicle repair, panel beating, fleet maintenance, or workshop management. Supervisory experience. Valid Driver's License. Trade Test Certificate in Panel Beating will be an added advantage. Knowledge: Fleet management principles. Vehicle body repair and restoration techniques. Occupational Health and Safety Act. Insurance and accident claim procedures. Public sector regulatory framework (if applicable).

DUTIES

:

Manage Panel Beating Operations: Direct panel beating and vehicle body repair operations. Coordinate the assessment and repair of accident-damaged vehicles, monitor repair turnaround times to minimise vehicle downtime, allocate work to panel beating staff and service providers, verify that repairs are completed according to manufacturer specifications and quality standards, Monitor workshop productivity and performance. Monitor Service Providers and Contractors: Evaluate the performance of panel beating contractors and suppliers, conduct inspections to verify quality and compliance with service level agreements, recommend corrective measures for underperforming contractors, facilitate contractor performance review meetings, Monitor contractor adherence to safety, environmental, and quality standards. Manage Vehicle Accident Repairs: Oversee the inspection and evaluation of damaged vehicles, approve repair quotations and repair methodologies, Coordinate interactions with insurance companies, assessors, and repair contractors, monitor repair progress and resolve repair-related challenges, verify that repaired vehicles are roadworthy before release, Maintain records of accident repair costs and trends. Manage Fleet Repair Costs and Budget: Monitor expenditure related to panel beating and accident repairs, Analyse repair costs and identify cost-saving opportunities, verify the accuracy of invoices and payment requests, prepare budget forecasts and expenditure reports, recommend strategies to optimise repair and maintenance costs. Monitor Fleet Compliance and Governance: Implement policies, procedures, and standards relating to panel beating operations, verify compliance with occupational health and safety requirements, monitor adherence to fleet management regulations and governance frameworks, facilitate internal and external audits, implement corrective actions arising from audit findings. Manage Human Resources and Performance: Supervise and develop panel beating personnel, conduct performance reviews and manage employee development plans, identify training and skills development needs, promote discipline, productivity, and

**ENQUIRIES
APPLICATIONS**

NOTE

teamwork within the section, Facilitate compliance with human resource policies and procedures.

: Ms. Precious Maimela Tel No: (010) 345 1538
: All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>
: Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE

: 06 November 2026

POST 38/457

: **SENIOR ADMINISTRATOR OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/ 056940**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08), (plus benefits)
: Johannesburg (Head Office)
: An NQF level 6 National Diploma/NQF level 7 Bachelor's Degree in behavioural/social science/ social work /psychology. Minimum of 2-3 years' experience in the field of health and wellness and or gender, youth and disability management. Knowledge and Skills Relevant Legislation and Public

DUTIES

Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge and Knowledge of GPG political and executive structures. Change management, Planning and organising, Strategy, Policy development, Project Management, People oriented, Financial Management, Knowledge of Acts governing Public Service, including Employment Equity, Public Service, Labour Relations, Basic Conditions of Service, Basic Human rights, Millennium development Goals, National Strategic Plan on Employee Health and Wellness, COIDA and OHSA.

: Raise employee awareness on healthy lifestyle matters through emails, newsletters and articles, Organize information sharing sessions and workshops on different lifestyle matters as guided by the health calendar, facilitate the activities of sports and recreation programme, distribute pamphlets and information brochure to employees on health and wellness, make all logistical arrangements e.g. Booking of boardrooms, catering and attendance registers and conduct awareness sessions on approved policies and programmes. Coordinate the provision of life skills coaching and mentorship programmes conducted by service providers or wellness specialists. Coordinate activities and provide secretariat services at wellness Committees eg. Wellness coordinator committee, peer educators committees, sports and recreation committees in the department. Provide administrative support on the services rendered by employee health and wellness contractors according to the agreed service standards. Handle administrative matters related to claims, invoices and payments of the service provider. Record and file keeping of all invoices and receipts of ordering and purchases done by the Unit. Manage the logistical arrangements of workshops and booking venues for events. Manage transport arrangements and booking accommodation for the sub directorate. Keeping records of meetings in the sub directorate. Provide inputs in the development of EHW policies. Update and amend the draft policy according to inputs from stakeholders during consultations. Facilitate workshops on EHW explaining policies, guidelines and procedures. Supervise admin officers and interns. Provide mentoring and coaching. Provide administrative support in management of office equipment, office allocation and assistive devices. Coordinate logistical arrangements for the implementation of EHW programmes.

ENQUIRIES

: Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175

APPLICATIONS

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>

For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered

NOTE

: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African

Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to persons with disabilities, Coloured Females, Indian Females, White Females candidates.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/458</u>	:	<u>SENIOR ADMIN OFFICER: TOWING AND AUCTIONS REF NO: REFS/057128</u> Directorate: Fleet Maintenance
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6) in Public Management or Public Administration or Business Management. 2-3 years relevant experience in towing and auctions at Salary Level 7. Knowledge of towing, auctions and vehicle assessments. Ability to implement and maintain simple, effective record keeping for towing and police clearances. Ability to liaise with towing merchants and RT46 contract administrators. Ability to coordinate relief vehicles based on the approved procedures and policy. Ability to coordinate enquiries from client departments, service providers and other stakeholders relating to withdrawn vehicles, towing and auctions. Valid driver's license.
<u>DUTIES</u>	:	Oversee Vehicle Life Cycle Programme (Repairs and Maintenance): Oversee the provision of towing and auction services to the entity, Liaise with client departments, service providers and other stakeholders on towing, auctions and vehicle assessments, Coordinate enquiries relating to withdrawn vehicles, towing and auctions, Implement and maintain simple, effective record-keeping systems for towing and police clearances, Liaise with towing merchants and RT46 contract administrators, Compile weekly, monthly and quarterly reports on towing, auctions and vehicle assessments, Coordinate the planning, development, implementation and monitoring of towing, auction and vehicle assessment activities. Coordinate Towing and Auction Administration: Compile and administer auction documentation. Obtain, verify and maintain TransUnion vehicle values for auction and disposal processes, Compile and maintain vehicle assessment reports and supporting documentation, monitor staff performance and maintain performance administration records within the unit, Document activities and compile weekly progress reports for review, Verify the execution of applicable maintenance procedures and administrative controls. Monitor Strategy and Development Initiatives: Review new business initiatives that affect towing, auctions and vehicle assessments, participate in approved projects and operational improvement initiatives within the area of responsibility, Assess the operational impact of new initiatives, projects and process changes, Communicate approved initiatives and process changes to relevant stakeholders, monitor implementation of approved changes and record their effect on service delivery. Supervise unit resources, including people management: Make budgetary recommendations and advise on spending, supervise resources to ensure effective services, implement sound management of human resources within the component, perform daily supervision of the section, Facilitate and encourage staff development to meet the changing demands of the job. Maintain Stakeholder Relationships and Monitor Continuous Improvement: Review operational processes and recommend continuous-improvement actions for towing, auctions and vehicle assessments., Maintain strong relationships with internal and external stakeholders to promote effective service delivery, Engage and negotiate with key stakeholders to facilitate compliance with towing and assessment requirements, Liaise and communicate with departments, customers, suppliers and other service providers, Coordinate an effective interface with other departmental staff, Monitor improvement actions against entity goals, service standards and customer requirements. Coordinate Relief Vehicle Administration Activities: Coordinate requests and allocation of relief vehicles to client departments in line with approved procedures, Verify vehicle availability, allocation approvals and supporting documentation before release, Record vehicle issue and return dates, mileage, fuel levels and vehicle condition in the relevant registers or systems, Monitor the duration of relief vehicle allocations and follow up on overdue returns, extensions and substitutions, Liaise with client departments and relevant internal units regarding relief vehicle availability, collection, return and replacement, Verify

ENQUIRIES
APPLICATIONS

NOTE

relief vehicles on issue and return and record any damages, defects or incidents for referral to the relevant unit. Compile weekly and monthly reports on relief vehicle allocations, utilisation, outstanding returns and exceptions.

Ms. Khutso Motshekga Tel No: (010) 345 1538

All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>

Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>.

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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE

06 November 2026

POST 38/459

SENIOR ADMIN OFFICER: LOSS CONTROL AND VEHICLE MONITORING
REF NO: REFS/057127

Chief Directorate: Transport Support Services

SALARY
CENTRE
REQUIREMENTS

R413 001 per annum (Level 08)

Bedfordview

A minimum three year National Diploma (NQF Level 6) in Public Administration, Transport Management, Logistics Management, Business Administration, Fleet Administration. 3 to 5 years' experience in fleet administration, vehicle

monitoring, transport operations, or fleet management at Salary Level 7. Experience working with vehicle tracking and telematics systems. Supervisory experience may be required. Valid Driver's License. Knowledge: Fleet management principles and practices. Vehicle tracking and telematics systems. Road Traffic Regulations. Fleet policies and procedures. Data analysis and reporting. Contract and service provider management. Risk management principles.

DUTIES

: Maintain Fleet Vehicle Utilisation: Monitor fleet vehicles through vehicle tracking and telematics systems, Track vehicle movements, mileage, utilization, fuel consumption, and driver behaviour, identify irregularities such as unauthorized trips, excessive idling, speeding, and vehicle misuse, monitor optimal allocation and utilization of fleet vehicles, generate daily, weekly, and monthly vehicle monitoring reports. Monitor fleet compliance and governance requirements: oversee compliance with organizational fleet policies and procedures, monitor vehicle licenses, roadworthy certificates, permits, and insurance documentation, verify adherence to transport regulations and operational standards, Maintain accurate fleet records and audit-ready documentation. Reporting and Data Analysis: Analyze vehicle tracking data and identify trends, prepare management reports on fleet performance and utilization, Monitor key performance indicators (KPIs) relating to fleet operations, provide recommendations to improve operational efficiency and reduce costs. Supervise Administrative and Operational Processes: Maintain driver profiles and records, Monitor driver compliance with fleet policies, Report incidents of vehicle misuse, speeding, and non-compliance, Support driver awareness and corrective action initiatives, Verify fuel transactions against vehicle usage data, Identify and report potential fuel abuse or fraud, assist in implementing fuel-saving initiatives. Support Stakeholder and Customer Services: Liaise with internal departments regarding vehicle usage and allocation, respond to vehicle monitoring queries and requests, provide fleet information to management and external stakeholders, Maintain effective relationships with service providers and fleet users. Supervise resources: Provide operational guidance and support to the component, Supervise and support staff in the execution of daily activities, monitor utilization of financial and operational resources within the unit, compile budgetary input and provide recommendations on operational resource requirements, facilitate staff development and promote continuous improvement within the component.

ENQUIRIES

: Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS

: All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>

NOTE

: Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/460</u>	:	<u>ADMIN OFFICER: ACCIDENTS AND TRAFFIC FINES REF NO: REFS/057116</u> Directorate: Transport Support Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6): Transport Management, Fleet Management, Public Management, Public Administration, 2-3 years' experience in the fleet environment in the Public Service, Administration of Accidents, Administration of Traffic Fines, Report Writing and Computer Literacy. Knowledge: Strategic thinking, Customer management, Results/ quality management, Innovation/ continuous improvement, Problem solving, Analytical, Negotiation, Decision making, Communication, Initiative, Diversity awareness.
<u>DUTIES</u>	:	Administer Fleet Accident Management: Receive and register all accident reports involving government fleet vehicles, Verify accident documentation for completeness and compliance, Capture accident information on fleet management systems, Liaise with drivers, departments, insurers, assessors, and service providers, Monitor progress of accident claims and repairs, Maintain accurate accident records and support documentation, Facilitate the recovery of accident-related costs where applicable, Compile accident statistics and reports. Administer Traffic Fines Management: Receive, verify, and record traffic fines issued to government vehicles, identify responsible drivers through vehicle allocation records, Forward traffic fines to responsible officials and departments, monitor payment and representation processes, maintain an updated traffic fine register, facilitate recovery of costs from liable officials where applicable, Escalate unpaid or disputed fines for further action. Monitor Compliance and Governance: Monitor compliance with fleet management policies and procedures, verify that accident reporting requirements are adhered to, ensure compliance with Road Traffic legislation, identify non-compliance trends and recommend corrective measures, maintain audit-ready records for accidents and fines, Support internal and external audit processes. Enhance Stakeholder Engagement and Customer Support: Provide guidance to drivers and client departments on accident and traffic fine procedures, liaise with law enforcement agencies, insurers, brokers, repairers, and legal representatives, respond to queries relating to accident claims and traffic fines, facilitate communication between stakeholders to resolve cases promptly. Reporting and Information Management: Compile monthly, quarterly, and annual management reports, Analyse accident and traffic fine trends, maintain databases and electronic filing systems, produce statistical reports for management decision-making, Prepare reports for executive and governance structures.
<u>ENQUIRIES</u>	:	Ms. Khutso Motshekga Tel No: (010) 345 1538

<u>POST 38/461</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT REF NO: REFS/057117 (X2 POSTS)</u> Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6) in Accounting/ Financial management. 2-3 years' experience in Finance. Client orientation and customer focus. People management and empowerment. Service delivery innovation Problem solving and analysis.
<u>DUTIES</u>	:	Tag and label assets using barcodes or asset numbers. Maintain a record of vehicles received and reissued by asset management. Follow internal asset management procedures and controls and ensure compliance with PFMA and Treasury Regulations. Support internal and external audits by providing asset-related documentation. Conduct periodic physical verification of assets to confirm their existence and condition. Reconcile verified assets to the asset register and investigate all discrepancies. Coordinate and convene meetings with asset coordinators to address verification outcomes and enforce compliance. Perform ongoing follow-ups on unverified, missing, or discrepancies identified during, verification, and escalate unresolved matters where necessary. Process disposal of redundant, damaged, or lost assets in line with asset management processes. Assist with loss reports and ensure appropriate documentation is filed. Prepare monthly and quarterly asset management reports. Highlight discrepancies and assist with corrective action. File asset-related documents and records systematically. Respond to internal queries regarding asset status or information. Administer the key management system by recording the issuing and return of keys. Maintain and update asset movement records, including tracking of transfers, disposals, and reallocations. Capture new assets into the asset register in line with approved supporting documentation. Update asset movements (locations, disposals, transfers). Process disposals, transfers, and derecognition transactions accurately and in accordance with GRAP requirements. Perform regular reconciliations between the asset register, general ledger, and physical verification reports. Correct errors and update asset information such as location, custodian, condition, and useful lives.
<u>ENQUIRIES</u>	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/462</u>	:	<u>DESKTOP TECHNICIAN REF NO: REFS/057134</u> Directorate: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6) in Information Technology A minimum of 2 – 3 years' experience in ICT Support Possession of the certification in ITIL Foundation or CompTIA A+, N+, Security + will be an added advantage. Ability to interact with people on different levels, Ability to be service orientated, Ability to undertake a risk analysis and undertake a risk analysis and undertake a risk mitigation strategy, Ability to identify and interpret the required information fields and documentation, Ability to manage project, Ability to prepare reports, submissions and presentations. Code 8/10 Driver's License.
<u>DUTIES</u>	:	Provide technical support for desktop hardware, software, and peripheral devices. Install, configure and troubleshoot operating systems and standard applications. Perform routine maintenance, updates, and patch management. Respond to and resolve logged incidents and service requests within SLA timelines. Setup of new ICT equipment (desktops, laptops, printers, etc.). Support network connectivity at the desktop level (LAN/Wi-Fi troubleshooting). Maintain asset registers and ensure accurate tagging and tracking of ICT equipment. Participate in ICT infrastructure rollouts and upgrades. Deliver both in-person and remote technical assistance to staff across all departments, ensuring minimal disruption to operations. Promote responsible ICT usage by guiding users on security protocols, software best practices, and digital hygiene. Escalate complex or unresolved technical issues to second-tier support teams or designated ICT Practitioners for further investigation and resolution. Configure and update endpoint security tools to mitigate risks associated with cyber threats and system vulnerabilities. Track and report on user compliance with ICT security frameworks, flagging any deviations for immediate action. Participate in the setup and testing of backup and recovery solutions to minimise data loss and downtime. Maintain comprehensive records of service requests, troubleshooting steps, and outcomes. Create and maintain user guides and FAQs to improve self-service capabilities. Provide accurate and timely inputs for ICT performance metrics and departmental reports
<u>ENQUIRIES</u>	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be

required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to be processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/463</u>	:	<u>ADMIN OFFICER: SECURITY SERVICES REF NO: REFS/057118</u> Directorate: Corporate Services (Facilities and Security)
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A minimum three year National Diploma (NQF Level 6) in Security Management / Security Risk Management. PSIRA Grade B. Minimum of 2-3 years' experience in Security Management environment in the Public Service. Knowledge: Minimum Information Security Standard (MISS) policy document, Information Security, Knowledge and understanding of Security Management. People oriented. Driver's License will be an added advantage.
<u>DUTIES</u>	:	Monitor the physical security services: Monitor and ensure security service providers provide the required physical security services. Monitor parking of vehicles in the premises in consultation with Core Business Units, Compile and communicate Security Instructions to Security as directed by the Unit Manager, Monitor the Lost and Found Storage in consultation with Unit Manager, Communicate Security instructions to Security Supervisor as Directed by the Unit Manager, monitor compliance to the Security Access Control Procedures, Communicate and Facilitate Access to parking yards. Process Auction and

Extra Security: Compile RLS01 and BOQ for planned auction, Facilitate all requirements of extra Security for the monitoring of Auctions, Participate in the Auction Planning and Postmortem meetings and present, Facilitate Security verification of auctioned vehicles and compile report, Compile Procedures and Processes for auction with the appointed security, Facilitate Auction Parade briefings, Facilitate auction vehicle dispatch, Monitor extra Security and ensure compliance with all requirements, Compile Security Auction Postmortem report and present findings. Process Security Breach Incidents: Receive Security Breach Incident Reports from Security Service Providers, g-Fleet Officials and Visitors. Open Security Breach Incident Files and Compile all required information, Update Security Breach Incident Register and Weekly/Monthly Reports, conduct preliminary investigations for all reported Security Breach Incident and escalate to Risk as directed by Manager, maintain all records of Security Breach Incident reported, Monitor Physical and Security Surveillance Helpdesk: Implement and Monitor Security Helpdesk as per Standard Operating Procedures. Monitor Service Providers providing maintenance and ensure that all requirements are met, Compile communications on security matters as directed by the Unit Manager, Exercise strict confidentiality in and around security surveillance matters, Monitor Security improvement projects. Comply with Risk processes and Mitigation: Comply to all relevant security Acts, Policies, Regulation and Standards, Monitor and enforce compliance to Security Policy, Plan, Processes and Procedures, Compile and submit weekly/monthly/quarterly security reports, maintain strict confidentiality on reported incidents Maintain the lost and found, keep record of incoming, stored and claimed (outgoing) lost and found items. Plan, Reporting, Administration: Conduct Secretariat Services for security meetings and maintain strict confidentiality on all security discussions and resolutions, maintain filing system for all security documentation (manual and electronic), Verify all submitted security invoices compile analysis, compile snag lists, completion letters, and submit for approval. Human resources: Supervise security Officials within the Section.

ENQUIRIES
APPLICATIONS

NOTE

- : Ms. Khutso Motshekga Tel No: (010) 345 1538
- : All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>
- : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS

posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/464</u>	:	<u>ASSESSOR: PANEL BEATING REF NO: REFS/057119</u> Directorate: Fleet Maintenance: Panel Beating and Mechanical
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	Minimum Requirement: N2 Certificate in (Panel Beating), Driver's license code 8. Trade test as added advantage. No criminal record. Proficient knowledge of Mechanical and panel beating systems Industry pricing trend Different categories of classification of Panel beaters Motor manufacturing environment Different accreditation criteria for merchants and communication practices and good knowledge of the public service management framework. Relevant experience: A minimum of 1- 2 years' post apprenticeship experience (Panel Beating), 1 year's similar experience in public service environment and an advantage; and mechanical repairs background/ knowledge will be an added advantage.
<u>DUTIES</u>	:	Manage all inspection tasks related to panel beating: physical inspection of vehicles; compile an assessment report for panel beating repairs; make recommendations on panel beating repairs to be done on the vehicle; keep records of all assessment reports, daily. Liaise with all relevant stakeholders: Answer telephonic enquiries from merchants and client departments on authorizations to be carried out; Make phone calls to affected stakeholders on a national basis in investigating specific cases of accident repairs/damages; Receive and send emails in respect of all communication regarding accident repairs; Give support to the Communications Unit with regards to their clients' concerns on vehicles assessments. Ensure that panel beating services are priced market related: Do monthly benchmark studies of the costs of panel beating and towing in the private sector versus the government cost. Ensure that policies related to inspection of panel beating are adhered to: Keep records of policies and system and refer to them whenever decisions have to be taken in respect of assessments. Prepare weekly, monthly and annual reports concerning all inspection of panel beating and towing to the Assistant Director: Panel Beating and Mechanical: Keep files for all vehicles that have been assessed during the month so as to have a ready record for monthly reports; Files should include pictures taken of all the work assessed during the month. Carry out any other task as delegated by the Assistant Director: Panel Beating Mechanical: Depending on the nature of the instruction from the ASD: Panel beating
<u>ENQUIRIES</u>	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry,

Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/465</u>	:	<u>INSPECTOR PANEL BEATING AND MECHANICAL REF NO: REFS/057126</u> Directorate: Fleet Maintenance.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	Minimum Requirement: NQF Level 4 Motor industry certificate and Trade Test as Motor mechanic, Panel Beater or Motor Body repair. Driver's License. No criminal record. knowledge of Planning and organizing, Knowledge and understanding of Treasury and SCM framework, Relevant legislation and Public Service Regulations and communication practices and good knowledge of the public service management framework. Relevant experience: 1-2 years hand on panel beating/mechanical and inspection.
<u>DUTIES</u>	:	Assessing and inspecting of vehicles: Inspect accident – damaged vehicles and assess panel, chassis and mechanical damage to scope repair work; Conduct pre-repair and post repair inspections to confirm all work meets OEM specifications and SABS standards; Verify repair estimates vs actual damage to prevent over quoting and fraud by panel beaters/mechanics. Control compliance and quality: Check panel beating quality for example panel alignment, filter thickness, paint match, overspray and panel gaps; Check Mechanical quality: Engine, brakes, suspension, steering, exhaust, electrical systems post repair; Ensure road worthiness compliance with NRTA and vehicle licensing requirements before signing off. Control cost and documentation: Compile inspection reports with photos, checklists and

recommendations with SLA; Approve or reject invoices based on scope of work completed vs quoted; Maintain a vehicle repair register and track turnaround times, repeat faults and warranty claims. Liaise with workshop staff: Liaise with panel beaters, mechanics and service providers to rectify defective workmanship; Investigate breakdowns, repeated failures or customer complaints and submit findings; Advise on vehicle condition for condemnation, auction or continued use decisions.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538
APPLICATIONS : All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/466 : **ROAD WORKER FOREMAN REF NO: REFS/056939**

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Westrand

<u>REQUIREMENTS</u>	:	NQF Level 3, or equivalent with three (3) years' experience in Road Work Maintenance experience. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work long hours in a team.
<u>DUTIES</u>	:	Plan, allocate and monitor daily and weekly work activities of maintenance teams. Prepare weekly work schedules and ensure tasks are executed in accordance with approved work plans and duty sheets. Conduct routine road inspections to identify, assess and record road infrastructure defects. Monitor and report illegal activities and encroachments within the road reserve. Supervise the utilisation, inspection and safe operation of departmental vehicles, plant, equipment and tools, ensuring they are used solely for official purposes. Control and account for equipment, tools and materials issued to maintenance teams. Conduct site inspections to monitor work quality, productivity and compliance with departmental standards. Implement and enforce occupational health and safety requirements, investigate incidents and compile safety incident reports. Facilitate and oversee on-site training and development of maintenance personnel. Ensure compliance with applicable legislation, departmental policies, procedures and standards. Monitor contractors' performance and compliance with contractual obligations, legislation and departmental requirements. Manage the performance of employees through the Performance Management and Development System (PMDS). Compile and submit operational reports as required by management.
<u>ENQUIRIES</u>	:	Ms. M. Mashele Tel No: (011) 355 -7082/ Mr. S. Ngcobo Tel No: (011) 355 – 7495
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/467</u>	:	<u>DRIVER MESSENGER REF NO: REFS/056799</u> Branch: Corporate Services
<u>SALARY CENTRE</u>	:	R201 093 per annum (Level 04), (plus benefit) Johannesburg (Head Office)

<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification with at least 1-year relevant experience. A valid driver's License. Knowledge of cities in which the function will be performed. PDP will be an added advantage. Knowledge and Skills Understanding of expectations of customers, Computer skills, Planning and organization, Language and Driving.
<u>DUTIES</u>	:	Drive light and medium motor vehicle to transport passengers and deliver other items eg. (mail other files, documents, parcels). Conduct routine maintenance on the allocated vehicle and report defects timely. Ensure vehicle licences, service schedules and safety equipment are up to date. Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled. Collect and deliver documentation and related items in the department. Copy, scan and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	Ms. P. Mabasa Tel No: (011) 355 – 7175/ Ms. A. Mkhombo Tel No: (011) 355 - 7521)
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.
<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/468</u>	:	<u>DRIVER/ MESSENGER REF NO: REFS/057125</u> Directorate: Corporate Services: Facilities and Security
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	Minimum Requirement: Grade 10 and Valid Driver's License. No criminal record. knowledge of Planning and organizing, Knowledge and customer management; quality management, Relevant legislation and Public Service Regulations and communication practices and good knowledge of the public service management framework. Relevant experience: no experience needed
<u>DUTIES</u>	:	Collect and deliver items/ documents: collect official documents/ items from Pretoria, Johannesburg and Bedfordview; register all collections and deliveries; Advise supervisor/ managers of all undelivered/ collected documents with reasons; ensure that all deliveries and collection are signed for. Compliance and progress report: Submission of reports where required;

quality information provided; Provide portfolio of evidence on work achieved; Compliance to due dates; Compliance to processes and procedure; Compliance to due dates (collect/ deliver within stipulated time Frames); Assist registry officials where require. Secure Documents: Ensure that all documents Collected/ Delivers are placed in an envelope and sealed; Exercise confidentiality on all collected / delivered information/ documents; collect/ deliver only official documents or items; keep record of all collections/ deliveries. Collect/ Deliver post: collect all mail from the g-FleeT private box; sort all mail according to business units; deliver all mail to relevant officials; return misdirected mail to the post office; ensure that all mail is registered and signed for; stamp and seal outgoing mail. Messenger vehicle usage: ensure that the vehicle is only used for intended purpose; ensure that the vehicle is kept clean.

ENQUIRIES
APPLICATIONS

NOTE

- : Ms. Khutso Motshekga Tel No: (010) 345 1538
- : All applications to be submitted online on the following link: online at <https://jobs.gauteng.gov.za>
- : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.
- : 06 November 2026

CLOSING DATE

<u>POST 38/469</u>	:	<u>TRADESMAN AID REF NO: REFS/057129 (X3 POSTS)</u> Directorate: Fleet Maintenance (Panel Beating and Mechanical)
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	Minimum Requirement: Grade 12 (Matric) and N2-N6 in Mechanical Engineering. Qualification in Motor or Diesel Mechanic will be an added advantage. Valid Driver's License. No criminal record. Proficient knowledge of Occupational Health and Safety Act and communication practices and good knowledge of the public service management framework. Relevant experience: A minimum of 1 year' experience in preparing auto vehicles for repairs and a workshop environment, Excellent Verbal and written communication skills, computer literacy, including email and internet skills; and mechanical repairs background/ knowledge will be an added advantage.
<u>DUTIES</u>	:	Conduct and Manage all accident repairs on g-FleeT vehicles; Assist in performing preventive maintenance work, such as engine tune-ups, oil change, filter replacement, tire rotation and wheel balance testing; Assist in conducting repairs and replacements of parts and components according to specifications and aiming for maximum reliability; Assist in troubleshooting and resolving functionality problems reported by clients and maintaining vehicles records; Assist in assessment of vehicles and/or machinery to accurately diagnose and repair issues; Liaise with clients to determine their automotive requirements and communicate vehicular defects or problems.
<u>ENQUIRIES</u>	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: online at https://jobs.gauteng.gov.za
<u>NOTE</u>	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the

closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please contact Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

<u>CLOSING DATE</u>	:	06 November 2026
<u>POST 38/470</u>	:	<u>ROAD WORKER REF NO: REFS/056941 (X10 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03), (plus benefits)
<u>CENTRE</u>	:	Tshwane (X5 Posts) (Johannesburg) (X5 Posts)
<u>REQUIREMENTS</u>	:	NQF level 1 qualification or (Abet level 4 certificate or equivalent). No work experience is required. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work in a team. Ability to read and write.
<u>DUTIES</u>	:	Perform routine road construction and maintenance activities in accordance with approved work programmes and safety standards. Carry out pothole patching, crack sealing, surfacing and re-gravelling of roads. Construct, repair and maintain road earthworks, culverts, side drains, stormwater drainage systems, ditches, outlets and concrete channels. Clean and maintain road reserves, sidewalks, drainage structures, rest areas and other road infrastructure. Install, replace, repair and clean road traffic signs, road markings, delineators and other road furniture. Assist with the erection, repair and maintenance of road fencing, steel guardrails, gabions and pipe-laying works. Operate and maintain hand tools, small plant and specialised equipment in accordance with departmental procedures. Safeguard departmental tools, equipment and materials issued for official duties and report any losses or defects. Maintain a clean and safe work site and comply with occupational health and safety requirements. Assist with traffic accommodation and other road maintenance activities as directed by the supervisor. As work will be done throughout the province of Gauteng it must be noted that staff may be required to travel and sleep close to the various construction sites.
<u>ENQUIRIES</u>	:	Ms. M. Mashele Tel No: (011) 355 -7082)/ Mr. S. Ngcobo Tel No: (011) 355 – 7495
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521. Only online applications will be considered
<u>NOTE</u>	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. It is our intention to promote representation (race, gender and disability) in the Public Service

through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employment Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE

:

06 November 2026

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE

:

06 November 2026 at 16:00

NOTE

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Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted

within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 38/471</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: GP 9/10/26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria ICTU
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning.
<u>DUTIES</u>	:	Maintain all supply chain management related functions at the unit. Manage vehicle fleet. Manage maintenance and safekeeping of firearms. Manage acquisition and procurement processes. Management of immovable and movable government property. Maintain health and safety requirements at the unit.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Scheepers Tel No: (011) 274-7301
<u>APPLICATIONS</u>	:	Due to the large volume of applications anticipated, it is preferable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, MAYFAIR or scan application and CV together as one complete attachment and e-mail to ToerienLR@saps.gov.za
<u>POST 38/472</u>	:	<u>ADMINISTRATION CLERK REF NO: GP 10/10/26</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	PHO HRD (Jeppe)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Ensure Administrative functions relevant to the core functions of the Band. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Band. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Band.
<u>ENQUIRIES</u>	:	Capt van der Berg Tel No: (011) 624-6508
<u>APPLICATIONS</u>	:	Due to the large volume of applications anticipated, it is preferable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, MAYFAIR or scan application and CV together as one complete attachment and e-mail to VanDerBergDF@saps.gov.za
<u>POST 38/473</u>	:	<u>ADMINISTRATION CLERK REF NO: GP 1/10/26 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Operational Command Centre Secretariat (Brixton)

<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Effective scribing at forums. Archiving of decisions made. Proper coordination of all NAT JOINTS, PCCF and POCC Forums. Proper communication of decisions made. Proper consolidation of reports.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Tsipa Tel No: (011) 248-1110
<u>APPLICATIONS</u>	:	Due to the large volume of applications anticipated, it is preferable for applications to be hand-delivered during office hours to Office Number 118, 50 Caroline Street, Jan Hofmeyer, Brixton. Alternatively, scan application and CV together as one complete attachment and forward to only one of the following email to TsipaN@saps.gov.za / MoloiJ2@saps.gov.za .
<u>POST 38/474</u>	:	<u>CLEANER GP 11/10/26</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Pretoria ICTU
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge Skills and Competencies Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Scheepers Tel No: (011) 274-7301
<u>APPLICATIONS</u>	:	Due to the large volume of applications anticipated, it is preferable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, Mayfair or scan application and CV together as one complete attachment and e-mail to ToerienLR@saps.gov.za .