

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

<u>APPLICATIONS</u>	:	Apply online to the http://jobs.gauteng.gpg.gov.za website only.
<u>CLOSING DATE</u>	:	20 November 2026
<u>NOTE</u>	:	Application form (Z83) should be accompanied by a recently updated CV. Only shortlisted candidates will be required to bring their originally certified copies of their qualifications, ID and drivers licence. Failure to submit all the requested documents will result in the application not being considered. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. 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.

MANAGEMENT ECHELON

<u>POST 39/280</u>	:	<u>CHIEF DIRECTOR: ECONOMIC EMPOWERMENT AND TRANSFORMATION REF NO: REFS/057142</u>
		Branch: Chief Directorate: Economic Empowerment and Transformation

<u>SALARY</u>	:	R1 554 696 per annum (Level 14), all-inclusive package
<u>CENTRE</u>	:	Umntho House Johannesburg
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Economics/Development Studies / Public Policy / Public Administration/ Business Administration. A postgraduate qualification will be an added advantage Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at senior management level in Economic Empowerment and Transformation environment. Code 8/10.
<u>DUTIES</u>	:	Lead the development and implementation of strategic plans for economic empowerment and transformation. Oversee the formulation of policies that support inclusive economic growth and monitor their effectiveness. Evaluate and identify barriers to economic empowerment faced by historically disadvantaged groups. Support the implementation of policies and initiatives to promote entrepreneurship and economic inclusion among groups. Guide the development of partnerships with private enterprises and NGOs to create opportunities for skills development and capacity-building. Assess the impact of empowerment programmes on improving socio-economic conditions. Advocate for policies and regulations that support the economic upliftment of marginalised communities. Collaborate with educational institutions to create pathways for education and training for underrepresented groups. Engage with government officials, community leaders and stakeholders to ensure programmes are culturally sensitive and inclusive. Develop a strategic roadmap for targeted programmes aimed at industry development and economic transformation. Allocate resources and funding to support the implementation of the programs across key sectors. Collaborate with industry leaders to identify growth opportunities and address bottlenecks hindering transformation. Monitor program implementation to ensure alignment with transformation objectives and desired outcomes. Evaluate the effectiveness of industry-focused initiatives in driving economic transformation. Facilitate access to markets and investment opportunities for emerging businesses from historically marginalised backgrounds. Conduct regular assessments to measure the impact of the programs on industry growth and transformation. Guide the implementation of programmes to promote industrial development, transformation of industries and to enhance competitiveness. Manage the

development and implementation of mechanisms to monitor equity ownership by previously disadvantaged groups as well as compliance and enforcement of BBBEE codes. Assess the implementation of BBBEE and local production and content compliance. Provide advisory services regarding various transformation charters. Lead the development of strategies to bridge the gap between job seekers and employment opportunities, especially for marginalised groups. Establish partnerships with public and private entities to create job placement programs. Manage and guide the designing of initiatives to support entrepreneurship as a means of job creation and economic participation. Monitor labour market trends and analyse data to identify areas with high potential for job creation. Collaborate with educational institutions to align curricula with market demands and promote skills development for employability. Oversee mentorship and coaching programs to prepare individuals for employment or entrepreneurship. Advocate for inclusive hiring practices within businesses and organisations. Build and maintain partnerships with public and private sector entities. Facilitate dialogue and cooperation among stakeholders to advance inclusive economic growth, transformation and empowerment. Provide expert advice to government and relevant stakeholders on inclusive economic growth, transformation and empowerment. Represent the department in forums and committees related to inclusive economic growth, transformation and empowerment. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/281</u>	:	<u>DIRECTOR: SMME & COOPERATIVE SUPPORT REF NO: REFS/057143</u> Branch: Chief Directorate: Enterprise and Supplier Development
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 7 in Economics/Development Studies / Business Management / Public Administration / Public Management qualifications Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years' experience at middle/ senior management level in SMMEs and Co-operatives environment. Code 8/10.
<u>DUTIES</u>	:	Develop the SMME development strategy for the GCR economy. Lead and report on the implementation of the SMME development strategy across the province. Align SMME and Co-operative policies with broader economic development strategies. Champion the implementation of the Township Economic Development Act. Identify priority sectors for targeted support and investment. Develop incentive schemes to stimulate entrepreneurship and co-operative formation. Integrate policies with local economic development (LED) initiatives. Foster linkages between SMMEs, Co-operatives, and value chains. Measure economic impact through job creation, income generation, and productivity. Use data analytics to refine strategies and scale successful interventions. Conduct needs assessment to identify the specific non-financial support services required by SMMEs and Co-operatives. Develop strategic partnerships with government agencies, private sector entities, and non-profit services for SMMEs and Co-operatives organizations to deliver a diverse range of support services. Create a centralised platform that provides easy access to information and resources related to non-financial support services. Implement targeted training programs and workshops focusing on business management, marketing, legal compliance, and other relevant areas. Establish a robust monitoring and evaluation system to assess the impact of support services and refine them based on feedback and performance data. Launch outreach and awareness campaigns using multiple communication channels to ensure SMMEs and Co-operatives are informed about available support services. Leverage government grants, private sector investment, and donor funding to ensure sustainable financial support for incubators. Engage industry professionals and successful entrepreneurs to mentor and advise incubated SMMEs and Co-operatives. Offer targeted training, workshops, and seminars on business planning, marketing, compliance, and financial literacy. Track performance and growth of incubated enterprises to tailor support and improve incubator effectiveness. Facilitate networks among incubators to exchange best practices, share resources, and replicate successful models. Lead

		<p>outreach programmes to identify and support emerging community enterprises. Provide localised training tailored to rural and underserved areas. Establish community enterprise hubs for shared resources and collaboration. Promote youth and women participation in enterprise development. Facilitate partnerships with local municipalities and development agencies. Support community-led sustainability initiatives. Track social impact metrics to guide future interventions. Strengthen evidence-based decision-making and innovation. Partner with universities and think tanks to conduct sector studies, impact assessments, and policy research. Create platforms for SMMEs and Co-operatives to connect with investors, suppliers, and customers. Use surveys, interviews, or focus groups to understand stakeholder needs and improve engagement strategies. Partner with government departments, NGOs, and private sector entities to pool resources and align efforts. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.</p>
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/282</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/057144</u> Branch: Directorate: Executive Support
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 7 in Public Administration / Public Management / Political Science / Business Administration qualifications. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. A minimum of 5 years of experience at a middle / senior managerial level in executive support / governance / administration. Demonstrable experience in PFMA/Treasury Regulations compliance, secretariat services, and intergovernmental coordination. Code 8/10.
<u>DUTIES</u>	:	<p>Coordinate and quality-assure HOD briefings, submissions, memos and related correspondences. Manage end-to-end meeting logistics, that is, scheduling, agenda setting, document packs, minute-taking, and resolutions tracking. Operate a decision-tracking system, log directives, allocate actions, monitor progress and produce weekly exception reports. Standardise templates and procedures for executive documents (Cabinet/MEC submissions, minutes, reports). Provide research and synthesis on policy, legislation and programme issues to support HOD decisions. Maintain secure, organised records and a central repository for executive correspondence and decisions. Embed PFMA, Treasury Regulations, DPSA directives, POPIA, MISS/MPSS, and applicable provincial frameworks in office processes. Run quarterly compliance reviews on submissions, delegations, records and decision logs, remediate gaps and report assurances. Coordinate responses to audit findings (GAS/AGSA), track management action plans, and verify closure evidence. Maintain the HOD Delegations of Authority register, ensure alignment to financial and administrative delegations. Identify executive office risks, keep a risk register and implement control measures including confidentiality and information security. Facilitate policy/procedure updates and compliance training for executive office staff and document custodians. Maintain an integrated HOD calendar linking strategic priorities, statutory deadlines and stakeholder engagements. Operate an executive workflow dashboard-incoming/outgoing items, due dates, dependencies and bottleneck alerts. Coordinate quarterly performance reviews with Strategy/M&E, compile executive performance packs and insights. Synchronise HOD directives with programme plans and operational cycles, escalate slippage and propose recovery actions. Implement service standards for turnaround times on submissions, queries and approvals and monitor compliance. Produce monthly performance and workload analytics for the Office of the HOD (volumes, turnaround, quality scores). Manage protocols and channels between the HOD and MEC/EXCO, Office of the Premier, Treasury, DPSA, and sector departments. Coordinate executive meeting packs (MEC briefings, clusters, FORUMs), ensuring completeness and strategic alignment. Track undertakings from intergovernmental forums, drive inter-departmental cooperation to close actions on time. Prepare stakeholder engagement plans, briefs, and follow-up matrices and ensure issues are resolved and feedback loops closed. Maintain a stakeholder risk and issues log, advise the HOD on emerging sensitivities and mitigation options. Produce concise, outcome-</p>

focused communiqués and post-engagement reports for executive audiences. Implement and monitor a secure records management system for executive documents, aligned to POPIA and MISS/MPSS. Establish classification, retention, and disposal schedules, audit compliance and correct deviations. Oversee the drafting, formatting, and clearance of executive correspondence to ensure consistency with corporate identity. Operate version control and approvals workflow for briefs, speeches, media responses and communiqués. Maintain an executive knowledge base: policies, cabinet decisions, provincial priorities, sector insights, and precedents. Introduce digital tools/workflows (e.g., document trackers) and train staff to improve accuracy and turnaround. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Siphwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/283 : **DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057148**
Branch: Chief Directorate: Consumer Affairs

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : University Degree in Law (NQF 7) Admission as an Attorney or Advocate in terms of the laws governing the legal profession in the Republic. Nyukela Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. 5 years of experience at a middle/senior managerial level in legal environment, preferably in areas or matters relevant to civil litigation, consumer protection/regulatory enforcement, complaints & investigations, compliance inspections, and stakeholder relations at middle management level. Code 08.

DUTIES : Develop or review the departmental consumer protection strategies, policies, procedures and implementation frameworks aligned with provincial and national legislative requirements. Monitor compliance with applicable National and Provincial Consumer Protection legislation. Give advice on legislative related matters, including the development or review of consumer protection legislation and regulatory frameworks. Monitor compliance of businesses and trade with applicable National and Provincial Consumer Protection legislation. Oversee the implementation of new or amended consumer protection legislation and related transitional and operational arrangements within the Directorate. Manage complaints lodged and advise on appropriate action to be taken should a complaint fall outside the mandate of the office Report on the status of consumer complaints per business sector and/or industry including perceived consumer impacts and risks that may be harmful to the consumer and how these can be mitigated within the Province. Monitor and oversee the assessment, allocation, investigation, compliance monitoring and resolution of complaints against applicable turnaround times and performance standards. Analyse complaint and compliance monitoring outcomes to identify trends, including emerging trends and systemic consumer protection risks to inform corrective interventions. Oversee the referral of complaints to relevant regulatory bodies, tribunals, or enforcement authorities, where appropriate. Oversee the appropriate resolution, conciliation, settlement, referral and escalation of consumer matters. Manage the referral of unresolved consumer complaints to the Consumer Affairs Court. Assume statutory, delegated and other functions as may be assigned to the Consumer Protector. Oversee the issuing of prescribed pleadings, notices or other applications or documents to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Ensure representation of the Consumer in unresolved consumer complaints before the Consumer Court. Facilitate, where appropriate, the enforcement of Consumer Court orders. Review and facilitate the handling of reviews, appeals or other statutory remedies on administrative decisions taken. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor-friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court. Collaborate with the Communication Unit on Consumer Protection initiatives Engage with Provincial Consumer Protection and other Regulatory Authorities on Consumer

		Protection related issues. Facilitate appropriate referrals, coordination and joint interventions where consumer protection matters fall within or overlap with the mandates of other competent authorities. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/284</u>	:	<u>DIRECTOR: ORGANISATION EFFICIENCY REF NO: REFS/057149</u> Branch: Organisational Efficiency
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), all-inclusive package
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Industrial Psychology, Management Services, Operations / Production Management, Human Resources, Public Administration or equivalent as recognized by SAQA. 5 years of experience at a middle/senior managerial level in an Organisational Development Successful completion of the certificate for entry into Senior Management Service (SMS) endorsed by the National School of Government available as an online course on www.thensg.gov.za . Submitted prior to appointment. 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.
<u>DUTIES</u>	:	Oversee the development, implementation and continuous review of policies, plans and methodologies relating to Organisation Efficiency. Oversee the development of guidelines for non-discriminatory employment practices and monitor their implementation and impact. Oversee the implementation of the DPSA Operation Management Framework in the GDED. Provide leadership and guidance in the development and implementation of all strategies and procedures, focusing on Organisation Efficiency programmes. Determine research to be conducted in Organisation Efficiency and analyse against best practice. Oversee the research on drafting of speeches and briefing notes for the MEC and Executive management of the department on Employment Equity, Disability management and Gender mainstreaming in the GDED. Benchmark against international and national best practices. Oversee projects that are aligned with the operational plan for Organisation Efficiency to address the needs of the GDED. Monitor project deadlines and devise appropriate measures to address challenges with projects. Oversee the development and submission of compliance reports with DPSA. Facilitate the development of monthly reports and consolidate inputs from the Sub directorates. Oversee the submission and consolidation of inputs into the departmental annual, quarterly, and or related reports. Manage collaborative relationships with other components within GDED. Oversee the facilitation of Organisation Efficiency workshops and information sessions. Provide guidance to internal components through liaising, consulting, and providing relevant Organisation Efficiency interventions. Participate in all forums of the province and focus on addressing Organisation Efficiency challenges. Build and maintain relations with internal and external stakeholders, including other Government departments, organisations for people with disabilities, Women organisations within the three tiers of government, organized business and Higher Learning Institutions. Present to management and GDED components on Organisation Efficiency issues and other related matters. Manage responses to Audit findings. Manage the flow of work. Manage the development, performance of, and discipline staff. Manage the financial resources of the Unit
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

OTHER POSTS

<u>POST 39/285</u>	:	<u>DEPUTY DIRECTOR: MANUFACTURING REF NO: REFS/057150</u> Branch: Manufacturing
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years'

DUTIES

experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.

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

ENQUIRIES

: Siphwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

POST 39/286

: **DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: REFS/057151**
Branch: Risk, Anti-Corruption and Integrity Management

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11), all-inclusive package
: Umnotho House Johannesburg
: Grade 12. NQF Level 7 in Economics/Development Studies/Development Economics qualification as recognised by SAQA. A minimum of three (3) years' experience at Assistant Director level or equivalent supervisory management experience in economic development, policy development, strategy development, project management, industrial development or manufacturing sector development. Code 8/10 driver's license is essential.

DUTIES

: Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the manufacturing sector. Develop and review growth enhancing

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

<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohlang Molefe at 066 196 6890/079 803 5373
<u>POST 39/287</u>	:	<u>DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: REFS/057152 (X2 POSTS)</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Degree (NQF Level 7) in Law qualification as recognised by SAQA. 4-5 years' experience in litigation, investigation, and court work. Driver's license is essential.
<u>DUTIES</u>	:	Manage the development and implementation plans, policies, legislative frameworks, procedures, and systems to institutionalise Consumer Protection matters at GDED. Give advice on legislative related matters. Conduct research and analysis on Consumer Protection issues. Provide trend analysis on unfair business practices commonly applied in identified industries for investigations initiated by the office. Determine the causes of delays on investigated complaints. Evaluate investigation reports and implement appropriate action to be taken. Manage the handling of consumer complaints by investigators and confirm or re-assess the decisions taken. Manage Investigate and dispose of cases of alleged unfair business practices. Attend to escalated cases referred to the office. Draft and facilitate the issuing of summons and subpoenas to persons responsible for unfair business practices / prohibited conduct or business conduct prejudicial to consumers. Present cases in the Consumer

		<p>Court. Write monthly reports (Statistical and narratives on cases and evaluation thereof, status and monetary value. Engage with cluster Departments in the Province to leverage on Consumer Protection initiatives being implemented by various Departments with the intention to create an investor friendly province through cohesive and structured consumer participation efforts. Represent consumers who may have been aggrieved by unfair business practices in the Consumer Affairs Court. Collaborate with the Communication Unit on Consumer Protection initiatives. Engage with Provincial Consumer Protection and other Regulatory Authorities on Consumer Protection related issues. Allocate work. Manage staff performance. Develop and motivate staff. Provide budgetary inputs for the Sub directorate. Advise management on risk factors and mitigating strategies.</p>
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/288</u>	:	<p><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND PORTFOLIO MANAGEMENT REF NO: REFS/057168</u></p> <p>Directorate: Executive Support</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R932 292 per annum (Level 11), all-inclusive package</p> <p>Umnotho House Johannesburg</p> <p>Grade 12 plus an appropriate Degree NQF (Level 07) in Office Administration / Public Management & Governance / Public Administration / Business Management / Administration as recognized by SAQA. 3 years' experience below middle management at Assistant Director /middle management level. Valid driver's license (code B). Competencies: Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Communication, Workflow coordination, Strategic capability and leadership, Programme and project management, Financial Management, Problem solving and analysis, People management and Empowerment, Governance, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.</p>
<u>DUTIES</u>	:	<p>Manage the administrative and coordination activities within the office of the executive authority and the accounting officer. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority and the accounting officer. Render a Cabinet/executive council support service to the executive authority and accounting officer. Supervise employees.</p>
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/289</u>	:	<p><u>DEPUTY DIRECTOR: DIVERSITY MANAGEMENT REF NO: REFS/057169</u></p> <p>Directorate: Directorate: Organisational Efficiency</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R932 292 per annum (Level 11), all-inclusive package</p> <p>Umnotho House Johannesburg</p> <p>NQF 7 qualification in Public Administration/Management, Human Resource Management, Industrial and Organisational Psychology. A minimum of 5 years' experience at Assistant Director or Middle Management level in diversity management/transformation environment. Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (MS Office package). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organising skills.</p>
<u>DUTIES</u>	:	<p>Coordinate the development of diversity management policies, strategies, processes and procedures and ensure implementation thereof. Manage the development and implementation of the Employment Equity plan. Manage the implementation of Harassment programmes. Manage and monitor the implementation of Gender and Disability programmes. Manage Resources.</p>
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/290</u>	:	<p><u>ASSISTANT DIRECTOR: FRAUD, ANTI- CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/057153</u></p> <p>Branch: Fraud, Anti- Corruption and Integrity Management</p>
<u>SALARY CENTRE</u>	:	<p>R487 197 per annum (Level 09), plus benefits</p> <p>Umnotho House Johannesburg</p>

<u>REQUIREMENTS</u>	:	NQF Level 7 in Forensic Auditing/ Auditing /Compliance as recognized by SAQA. Certified Fraud Examiner (CFE) would be an added advantage A minimum of 3 years' experience in Investigation/Forensic audit environment. Code 8/10 driver's license.
<u>DUTIES</u>	:	Coordinate periodic/regular identification and assessment of fraud risks. Gather information and provide inputs on the development of fraud Prevention Policy and Plan. Assist with the Facilitation of the development of an Anti-corruption Policy and Plan. Report all incidents of unethical/fraud and corruption the DD and CRO. Assist with the implementation of ethics management strategies. Liaise with relevant stakeholders (e.g., other investigative units, Departments etc). Evaluate mitigating measures and monitor their implementation. Manage the fraud/ethics risk register on an on-going basis. Facilitate training to management and employees of the Department on risk management and its components, including internal controls. Provide ongoing awareness of Legislative Framework regulating anti-corruption and fraud prevention to management and staff through workshops and other medium of communication. Keep abreast of national and international developments in fraud prevention and anticorruption. Conduct investigations into allegations of fraud and corruption reported to the department. Identify & request supporting documents. Compile Planning document. Identify personnel to interview. Conduct interviews with relevant stakeholders to establish facts. Draft investigation reports with detailed findings and clear recommendations for review and approval. Communicate recommendations to management for implementation. Follow-up on the implementation of recommended actions by management. Submit monthly reports to management on investigations conducted. Ensure implementation of ethics, fraud and corruption investigation procedures. Investigate all allegations of unethical, fraud and corruption in accordance with policy. Collaborate with law enforcement agencies in the investigation of corruption cases. Record all unethical and corruption cases in the information systems Provide information to all stakeholders (HoD, Executing Authority, GAS, Office of the Premier, law enforcement agencies) on corruption incidents and cases. Assist managers and staff in reporting risk information. Assist in ensuring 100% financial disclosure by SMS, MMS, and Other Designated categories Provide support to employees with the completion of e-Disclosure/ Conduct verification of financial disclosures and investigate anomalies. Assist employees with the process of Remunerative Work Outside Employee's Employment (RWOEEs) application from beginning to end AND declaration of gifts Update and monitor the Remunerative Work Outside Employee's Employment (RWOEEs) register, Gift Register. Engagements with auditors during the audit of ethics management programme i.e biannual/ Quarterly data analysis audit Co-ordinate the implementation of life-style audit. Conduct the audits where necessary. Manage the performance of supervised staff. Develop staff. Motivate staff and cultivate a culture of service delivery.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/291</u>	:	<u>LIQUOR TRADE INSPECTOR REF NO: REFS/057158</u> Branch: Directorate: Law Enforcement and Compliance
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor's degree in law, Forensic Investigation qualification as recognised by SAQA. LLB qualifications will be an added advantage. 3-5 years' experience in Liquor Affairs / Investigation Officer or relevant work experience. Code 08/10.
<u>DUTIES</u>	:	Visit and conduct inspection at the new applicants 'premises Compare the actual site/ structure of the premises with the application to ensure compliance to the Liquor Act. Confirm the file is up to date. Compile site visit reports and make recommendations to the Licensing Board. Receive complaints from members of the public/interested parties. Conduct investigations and gather evidence to verify allegations. Compile a report on the findings. Escalate and provide evidence (of non-compliance) to the Licensing Board as and when required. Establish whether the outlet/premises are trading in compliance with the granted license conditions/ Gauteng liquor Act. Gather evidence of non-compliance (if premises are not trading in compliance to license conditions/Gauteng liquor Act). Issue a non-compliance notice (section 116 of the Gauteng liquor act. Conduct follow up site inspection to establish whether the terms of the non-compliance notice has been complied with. Compile

		reports on findings and escalate to the board (if the non-compliance notice has not been complied with). Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373
<u>POST 39/292</u>	:	<u>REGISTRY CLERK: EXECUTIVE SUPPORT</u> Branch: Directorate: Executive Support
<u>SALARY</u>	:	R237 453 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Umnotho House Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. 1-2 years' experience in the Office of an Executive.
<u>DUTIES</u>	:	Provide registry counter services. Attend to registry clients and respond to telephonic and other registry-related enquiries. Receive and register hand-delivered mail, files and documents in the appropriate registry registers or electronic systems. Date-stamp, sort and categorise incoming documents in accordance with established registry procedures. Verify and acknowledge receipt of documents submitted at the registry counter, ensuring completeness and providing confirmation of receipt where required. Distribute and route documents and files to the relevant officials or offices for further processing. Process Incoming and Outgoing Correspondence. Prepare outgoing correspondence for dispatch in accordance with departmental procedures. Verify recipients' details, addresses and supporting documents before dispatch. Dispatch official correspondence through approved channels, including courier, postal services, email or hand delivery. Monitor the delivery of outgoing correspondence and follow up on delayed or undelivered items. Maintain proof of dispatch and delivery for accountability and audit purposes. Track outstanding correspondence and report delays or discrepancies to the relevant supervisor. Maintain an Effective Filing and Records Management Service. Operate office equipment, including photocopiers, scanners, printers and binding machines, to support registry operations. Reproduce and scan official documents as required for departmental recordkeeping and administrative purposes. Monitor the availability of paper, toner and other consumables required for the effective operation of office equipment. Perform basic routine maintenance and troubleshooting of office equipment in accordance with operating instructions. Operate and Maintain Office Equipment for Registry Functions. Report equipment faults and arrange for repairs or servicing through the appropriate departmental channels. Coordinate the Processing of Documents for Archiving and Disposal. Identify records due for archiving or disposal in accordance with approved records retention schedules. Assess and prepare records for archiving or disposal in line with departmental records management procedures. Compile and update inventories and lists of records earmarked for archiving or disposal. Arrange the transfer of records approved for archiving to the designated archival storage facility. Facilitate the disposal of records upon approval by the authorised officials and in accordance with applicable legislation and departmental policies.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho/Lebohang Molefe at 066 196 6890/079 803 5373

DEPARTMENT OF ENVIRONMENT

Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular persons from designated groups, Coloureds, Indians, Whites, and persons with disabilities, are encouraged to apply.

<u>APPLICATIONS</u>	:	To apply for the below positions, please submit your application online at http://professionaljobcentre.gpg.gov.za send an email at: GDENVrecruitment@gauteng.gov.za . quoting the relevant reference number.
<u>CLOSING DATE</u>	:	13 November 2026
<u>NOTE</u>	:	Applications must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Applications with the Old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not

**FOR ATTENTION
NOTE**

required to submit copies of qualifications and other relevant documents on application. No duplicate applications.

: Ms. Iris Thanjekwayo at 072 788 23'64 – Recruitment
: Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including 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 will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 39/293

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/057060**

SALARY

: R1 317 384 per annum, (all-inclusive salary package which can be structured according to an individual's needs)

**CENTRE
REQUIREMENTS**

: Johannesburg (Head Office)
: Grade 12 plus an undergraduate qualification (NQF level 7) in Supply Chain Management/ Finance or other related qualifications as recognised by SAQA. A minimum of 5 years' relevant experience at middle or senior management level in Supply Chain Management. A valid driver's license. Competencies:

Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Departmental policies and procedures, Government Priorities, Reporting procedures and Information system. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES

: Manage procurement for goods and services. Lead the identification of Supply Chain Management needs. Identify procurement priorities and finalisation. Ensure the finalization of procurement plans. To develop and maintain an inventory management system. Development and implement movable assets management strategy. Lead the rendering of services with regard to requisition, ordering, receipt and distribution of goods. Make input into the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Finalize procurement plans. Finalize Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the process related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage implementation of responsiveness testing. Manage implementation of Tender Evaluation. Provide inputs to the development of a Supply Chain Management policy framework that deals with the whole spectrum of procurement. Provide inputs to the determination of delegations for procurement. Design and establish procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Design and implement a system to monitor the performance of suppliers and the performance of the Contracting Institution. Develop risk mitigation strategies to evaluate the performance of suppliers. Development of Standard Procurement Templates. Provide inputs to the appointment of Tender Committee Members. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee. Manage implementation of penalties where required. Manage expansions of contracts above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivation for events which in terms of the contract increase and make recommendations. Manage the preparation of performance reports for the service provider based on input received from the relevant units. Monitor communication between SCM and other units in order for various branches to meet all contractual timelines and related obligations. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the delivery service and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with the Public Finance. Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan etc.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

OTHER POSTS

POST 39/294 : **BIODIVERSITY OFFICER SPECIALISED PRODUCTION: ENFORCEMENT
REF NO: REFS/057061**

SALARY : R518 769 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Honours Degree (NQF Level 8) in Nature Conservation as recognised by SAQA. Minimum of 6 years relevant experience in Nature conservation. Experience in implementation of investigations (covert and overt) and detective work. Valid drivers' license. Competencies: Computer Literacy; Good communication, writing and networking skills with stakeholders both in government and outside of government spheres; Ability and competency in interpreting and implementing policy, legislation and guidelines. Must have a strong personality and conflict management skills. Successfully completed Environmental Management Inspector training is an added advantage.

DUTIES : Investigate complaints received and complete investigations thereof. In-depth knowledge of Nature Conservation Ordinance, National Environmental Management: Biodiversity Act 10 of 2004 and TOPS regulations, CITES and Criminal Procedure Act 51 of 1977. Write detailed investigation reports, file and maintain all records while maintaining strict confidentiality. Coordinate search and seizure warrants for biodiversity related investigations. Attend court cases during trial days to ensure that the NPA can prove the guiltiness of the transgressor beyond reasonable doubt and to ensure that the sentence reflects the seriousness of the crime. Collect, analyse and preserve evidence for court. Work with other law enforcement agencies to solve biodiversity crimes. Good organizational and time-management skills. Excellent interviewing and interrogation skills. Undertake site inspections to ascertain compliance and submit reports thereof to Biodiversity Control. Assist other Biodiversity Officers and SAPS on various endangered and rare species of wild fauna and flora species identification. Assist Biodiversity Control in ensuring that the unit project are undertaken timeously and appropriately. Ensure that reports are written according to the Departmental standards.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 39/295 : **ADMIN CLERK REF NO: REFS/057062 (X4 POSTS)**
Directorate: Biodiversity management

SALARY : R237 453 per annum, (plus benefits)
CENTRE : Placement across Gauteng Provincial Nature Reserves and regional offices
REQUIREMENTS : Grade 12 certificate or relevant qualification as recognized by SAQA. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Skills: Computer literacy, Good verbal and written communication skill.

DUTIES : Render administrative support to departmental functions, the processing and capturing of applications for services and activities from the department including permitting and clients bookings/reservations systems; receiving and managing correspondence; maintaining accurate records and electronic databases; tracking processes and related documentation and contributing to improved efficiency through the use of digital systems and electronic administrative processes. Take and distribute meeting minutes. Deal with correspondence, filing and administrative records. Provide clerical support in the unit, handle communications and enquiries from clients and monitor the use of telecommunication facilities. Maintain high standard of customer service and provide professional service to the public. Render financial management support. Collect revenue/payments from clients for services rendered.

ENQUIRIES : Ms. Sophia Letsoalo Tel No: (011) 240 3095

POST 39/296 : **NATURE CONSERVATION ASSISTANT REF NO: REFS/057069 (X19 POSTS)**
Directorate: Biodiversity Management

SALARY : R170 226 per annum, (plus benefits)
CENTRE : Placement of Employees Across Gauteng Provincial Nature Reserves

<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Abet level 2/3 certificate or equivalent). Skills: Firefighting, Mechanical, Welding, Thatching, Electrification, and Communication skills. A valid driver's licence and relevant knowledge of nature reserve operations will serve as an added advantage.
<u>DUTIES</u>	:	Support the resource management staff, Driving of official vehicles, Maintenance of infrastructure, vehicles and equipment, Burning of firebreaks, Assistance with natural resources management that includes the management of invasive plants, Erection of fences and repairs, Soil erosion control, Game census and Patrols. Resource Management weekend duties as per schedule, basic understanding of the nature reserve terrain.
<u>ENQUIRIES</u>	:	Mr. Nkosikhona Masangane Tel No: (011) 240 3094

DEPARTMENT OF HEALTH

ERRATUM: Leratong Hospital: Kindly note that the post of Medical Specialist: Ophthalmology with Ref No: REFS/056951 was advertised with the incorrect package in Public Service Vacancy Circular 38 dated 23 October 2026, the correct package is Grade 1: R 1 395 528 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)

OTHER POSTS

<u>POST 39/297</u>	:	<u>MEDICAL OFFICER REF NO: REFS/057194</u> Directorate: Anaesthesia
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum, (all-inclusive package) Grade 2: R1 188 255 per annum, (all-inclusive package) Grade 3: R1 375 245 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate medical degree that allows registration with the HPCSA as a medical practitioner. Grade 1: No experience required. Grade 2: A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Officer. Grade 3: A minimum of 10 years appropriate experience as medical officer after registration with the HPCSA as a medical officer. Practitioners completing community service on 31 December 2026 are eligible to apply. Possession of up to date ACLS, PALS, ATLS/EMATT/ITLS will be an advantage. Cost-containment measures in service delivery is important. Proper clinical record keeping and ethical practice in line with HPCSA Booklet 1 and Booklet 9. Teaching of medical interns and other junior staff. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflict of interest and mismanagement. Perform commuted overtime. Good knowledge of prevention and management of Patient Safety Incidents (PSI). Comply with Performance Management and Development System (PMDS) assessments.
<u>DUTIES</u>	:	Clinical assessment of patients, formulation, development and execution of evidence based and compassionate patient care plans. Daily ward rounds and attendance at OPD, preparation of patients for theatre and performance of surgical procedures as indicated concordant with a medical officer position. Assessment and management emergencies. After- hours calls and execution of urgent procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward/ departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi- disciplinary team. Work at, and participate in outreach, at any of the Gauteng Health cluster facilities. Academically: will participate in the teaching programme with the aim of passing the CMSA related exams. The incumbent will and supervise medical interns and medical students.
<u>ENQUIRIES</u>	:	Ms N Serobatse (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766
<u>APPLICATIONS</u>	:	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>NOTE</u>	:	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). 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. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	13 November 2026
<u>POST 39/298</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/057196</u> Directorate: Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 1 341 85 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)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	A Medical Degree (MBChB/MBBCh) or equivalent thereof, FCP(SA) or equivalent, MMed in Internal Medicine, Registration with HPCSA as a Specialist Physician. Current registration with HPCSA (2025/2026) as a Specialist Physician. Essential skills: patient first mentality; general management skills; excellent communication skills; good professional judgement; integrity and professional dependability; leadership experience; conflict management; cost containment; management training and experience; technology and computer skills; problem solving experience; coaching and mentoring experience.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for clinical management of general medical patients. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow up and ward rounds. As the most senior doctor in the unit, the incumbent will be required to supervise medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending Subspecialty OPD or Specialty ward consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of services at Leratong hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic: performance of research within the department. Supervision of research within the department.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766
<u>APPLICATIONS</u>	:	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.

NOTE

: 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. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 13 November 2026