ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS : To apply for the below positions, please submit your application strictly online at http://professionaljobcentre.gpg.gov.za. No hand-delivery or emailed applications will be accepted.

CLOSING DATE : 27 November 2026

NOTE : Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) is required. The online Z83 form must be completed in full. All fields of Section A, B, C and D of the online Z83 must be completed in full. Section E, F, G (Due to the limited space on the online Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to attach copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applicants who fail to meet the requirements will not be considered. Such applications will be regarded as a regret. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) prior to appointment. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. (This applies only when there is an SMS post)." If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

MANAGEMENT ECHELON

POST 41/173 : **DIRECTOR: ENTERPRISE ARCHITECT REF NO: REFS/057041**
Branch: Information Communication Technology

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Johannesburg

REQUIREMENTS : Qualifications in Information Technology, Computer Science, Information Systems at NQF level 7 as recognised by the SAQA. Fully certified on TOGAF 9. Foundational certification in ITIL V3. COBIT 4. 5 years' experience at middle/senior managerial level in Enterprise Architecture environment.

DUTIES : Establish and enforce architectural principles, policies, and guidelines. Oversee the integration of systems, applications, and data across the organisation. Develop and maintain Technology Architecture Standards and conduct regular reviews. Develop and maintain enterprise architecture roadmap aligned with business strategies. Oversee the implementation of National Government Policy (GWEA Framework, CGICT Policy Framework and FOSS Policy) in GPG. Establish ICT/Digital strategies and plans that supports the organisation long term vision and operational goals. Identify potential risks in architectural solutions and develop mitigation strategies. Manage the streamline business processes, functions, procedures and workflows and apply a consistent implementation approach. Consolidate the Gauteng Provincial Government (GPG) ICT Requirements. Enforce adherence to the Information Communication Technology Shared Services (ICTSS) Unified Pro. Develop and maintain enterprise architecture reference models and architecture principles to guide changes to processes or systems. Oversee the evaluation and selection of enterprise information, system and technology standards. Implements systems and controls to measure performance and manage risk. Manages the execution of business process improvements. Collaborate with stakeholders to define requirements and translate them into architectural blueprints. Collaborate with stakeholders in the development of new processes and systems and verifies feasibility. Facilitate cross-functional collaboration between IT, business units and stakeholders. Manage the governance processes are followed to minimise audit findings. Comply to audit process. Collaborate with the respective audit team that may be undertaking an audits. Timeous submit of information requested by auditors. Manage timeous closure of audit findings if any. Manage the governance processes are followed to minimise audit findings. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Manage the directorate budget and expenditure. Enforce adherence to organizational policies.

ENQUIRIES : Mr. Themba Psungo at (060) 543 9098

OTHER POSTS

POST 41/174 : **DEPUTY DIRECTOR: TRANSVERSAL SUPPORT REF NO: REFS/057157**
Directorate: ICT Operations

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Information Technology/ Computer Science at NQF level 7 as recognized by SAQA. 3 years first level / middle management (ASD level) experience in Host Integration Server (HIS) administration environment.

DUTIES : Manage the design and implementation of Microsoft Host Integration Server (HIS). Lead the architecture and configuration of HIS within e-Government (e-Gov) to support transversal systems, ensuring seamless integration and support. Manage the evaluation and improvement of HIS Configuration. Manage and make certain that there is system compatibility and stability. Manage and anticipated downtimes. Execute daily diagnostic protocols to assess and address technical anomalies before escalation. Manage and update software regularly to optimize system performance, including implementing changes when directed by National Treasury. Manage parallel setup to minimize disruption for government clients during a full system rebuild when there is a system transition and configuration. Advice key stakeholders of critical system anomalies and mitigate protocols to ensure operational continuity. Conduct post-migration reviews to confirm system stability and user satisfaction. Maintain uninterrupted system integration to optimise network performance and reliability for transversal systems. Administer technical support to Gauteng Provincial Government (GPG) Departments. Manage the maintenance and monitoring of users' access to Host Integration Server (HIS) connections and configuration. Adhere to National Treasury directives, through compliance with National Treasury Standards. Manage audit readiness and data integrity for transversal systems like Basic Accounting System (BAS) and Personnel and Salary Administration System (PERSAL). Oversee HIS Migration of upgrades and updates. Collaborate with State information technology information agency (SITA) to plan and manage the migration process, to make certain there is minimal disruption to critical transversal

systems. Ensure continuous conformity to established technical and operational standards to mitigate compliance, reflecting the latest best practices and security requirements as per guidance from National Treasury and SITA mainframe administrators. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Oversee the workflow processes and deadlines of staff. 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.

ENQUIRIES : Mr. Leon Steyn at (083) 324 3950

POST 41/175 : **ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER REF NO: REFS/056041**
Branch: Office of the Executive Authority

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Public administration / Public Management qualification at NQF level 6 as recognised by the SAQA. 3 years' experience below middle management (Assistant Director) / middle management level. Driver's License. Generic competencies required: knowledge of general government sector and organisational structure. Government regulations, policies and procedures. Technical competencies required: Ability to act with tact and discretion. Sound organization. High level of reliability. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act. Managerial competencies required: Business Acumen. Customer Management. Innovative Continuous Improvement. Problem Solving. Skills required: Communication, Computer literacy, Interpersonal, Analytical, Report writing. Leadership, Strategic, Planning and Organisation. Attributes required: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES : Ms. Sithembile Buthelezi, Cell: (071) 548 8903

POST 41/176 : **DEPUTY DIRECTOR: EMPLOYEEE RELATIONS AND WELLNESS REF NO: REFS/ 035060**

Branch: Corporate Management – Human and Physical Resource Management

SALARY : R932 292 per annum (Level 11), (all-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Qualification in Human Resource/Labour Law/ Industrial Psychology at NQF level 7 as recognized by the SAQA. 3 years' experience at first /middle (Assistant Director) level management in Employee Relations/ Employee Health and Wellness environment. Driver's license. Knowledge required: Public Service Regulations (PSR), Public Service Act (PSA) ,Public service policies and procedures ,Public service directives, Labour Relations Act, Labour relations policies and processes, Relevant HR legislation applicable to employees, LR case management/database, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Strategic Capability and Leadership, People Management and Empowerment, Programme management, Project Management, Financial management and Change Management. Skills required: Communication, Honesty and Integrity, Leveraging diversity, Coaching and mentoring, Presentation skills, Computer Literacy, Problem solving, Communication, Innovative, Monitoring and evaluation skills, Report writing skills, Labour Relations skills, Legislation, directives and policy interpretation and analysis, Mentoring, Coaching and Conflict resolution. Attributes required: Flexible / Change oriented. Problem solving ability. Responsive, Interpersonal relations, Customer focus, Credible, Professionalism, and Tenacity.

DUTIES : Manage the development of the departmental employee relations policies, guidelines and processes: Manage structured and compliance to legislative frameworks, policies, practices and processes and provide support where there are gaps. Maintain effective policies and procedures so that labour disputes and grievances are minimized. Interpret policies, procedures and negotiated agreements and advise management on their practical application and the management of deviations. Make recommendations for changes to existing policies and procedures to ensure compliance with new or proposed regulations. Contribute to the development of best practices and alignment with industry standards. Drive the adoption of employee relations documentation and policies by management. Direct employee relations activities, including conflict resolution, disciplinary actions, and grievance procedures. Provide guidance and coaching to managers and employees on employee relations matters, ensuring fair and consistent application of policies. Ensure that the department is up to date with employment laws and regulations and ensure compliance in all employee relations practices. Manage Departmental disciplinary code and procedure: Provide procedural advice to both management and employees regarding the interpretation and application of Disciplinary code and procedures, Incapacity code and procedure (poor performance and ill health), guidance on policy, legislation and advising management on work adaptations and alternative work options. Manage workshops and advocacy on labour relations matters (conflict, Sexual harassment, delegations, misconduct, code of good practice on dismissals, rules of evidence on disciplinary hearing. Manage Collective Bargaining, Dispute resolution and Grievances: Manage investigation of reported cases. Administer completion of cases within policy requirements. Attending all Conciliations and Arbitrations as scheduled by General Public Service Sector Bargaining Council (GPSSBC). Represent the Department in Co-ordinating Chamber of the PSCBC for Gauteng Province (CCPG (provincial), The General Public Service Sector Bargaining Council (GPSSBC) (national) and other forums. Manage proper implementation of the Department disciplinary code and procedures. Advise on proper procedures to be followed during dispute resolution and grievance management process. Educate management and employees on policies, procedures, collective agreements and relevant legislation continuously. Examine the legal analysis and risk evaluation of potential disputes and disputes that are declared, to determine the appropriate management strategy. Manage investigation of misconduct cases and the implementation of arbitration awards and collective agreements: Coordinate investigation of misconduct cases reported at Head Office. Facilitate disciplinary hearings and coordinate the appointment of chairpersons and initiators of disciplinary hearings. Represent the employer in disciplinary

hearings. Coordinating the lodged appeals and facilitating the implementation of the awards thereof. Liaise with the Legal Department with regards to the evaluation of disputes and disciplinary cases and determining to whom the dispute or pre-dismissal arbitration should be assigned, to present management's case. Coordinate the preparation e-Gov case, heads of argument and pleadings for noncomplex cases. Oversee and advise legal counsel during statutory and non-statutory arbitration or pre-dismissal arbitration proceedings. Assist with the analysis, evaluation and implementation of arbitration and pre-dismissal arbitration awards to determine possible grounds for rescission or review. Liaise with service providers on training needs by the organization. Manage the development and implementation of employee health and wellness strategies and programmes: Improve and implement comprehensive health and wellness programs that promote physical, mental, and emotional well-being. Collaborate with cross-functional teams to design and deliver wellness initiatives, such as fitness programs, stress management workshops, and mental health support services. Evaluate the effectiveness of wellness programs through data analysis, employee feedback, and participation rates, and make recommendations for improvement. Foster partnership with external vendors and benefit providers to negotiate contracts and ensure the delivery of high-quality wellness services. Prepare and present reports for submission to relevant stakeholders. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes: Manage the implementation of Safety Health, Environment, Risk, Quality (SHERQ). Manage the compliance Occupational Health and Safety (OHS) in the building. Manage the inspection of workplace. Manage resources: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage and monitor performance and appraisal of employees. Manage conduct and discipline of employees in the sub-directorate. Facilitate the training and development all employees in the sub-directorate. Respond prompt to audit queries. Review Job profiles and sign off.

ENQUIRIES : Ms. Sithembile Buthelezi at (071) 548 8903

POST 41/177 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: REFS/ 035061**
Branch: Corporate Management – Human and Physical Resource Management

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resource Management/Human Resource Development/Industrial Psychology / Social Science) at NQF level 7. 3 years' experience at first /middle (Assistant Director) level management in Performance Management/ Human Resource Development environment. Driver's License. Knowledge required: General GPG business, Government regulations, policies and procedures, General government sector and organisational structure, Knowledge of SLAs, Employment of Equity Act, Training and Development program, Job Access Strategy, Performance management, Skills Act, Customer Management, Innovative Continuous Improvement, Problem Solving. Skills required: Communication skills, Computer literacy. Interpersonal Relations skills, Statistical and report writing skills. Numeracy skills, Administrative skills, Appropriate application skills, Research and development skills, Planning, Organisation, and Change management. Attributes required: Be able to work under pressure. Innovation. Teamwork and collaboration. Excellence. Should be decisive. Enable Diversity awareness. Inspire innovation within the organization.

DUTIES : Manage and monitor the implementation of (Performance Management Development System) PMDS and skills development legislation, policies, strategies and plans: Develop and approve Human Resource Development Policies and Plans. Develop a training needs assessment plan to identify training needs of employees. Design a competency framework to analyse the skills and knowledge gap for each position in the organisation. Conduct skills audit in all components and analyse identified skills gaps. Create a strategic succession plan. Monitor PMDS and training programs comply with the legislation and regulations. Keep abreast with trends and technologies identifying skills gaps and onset projects and initiatives. Manage the training

and development process and programmes Manage implementation of compulsory and mandatory training programmes for all employees. Conduct training needs analysis. Manage the implementation of the training and development plan. Design systems and survey for feedback from employees. Provide career pathing initiatives and interventions. Engage with stakeholders for innovative programmes designed for learning and development processes. Conduct a return on investment (ROI) analysis. Plan and coordinate the implementation of the recognition of prior learning (RPL) and recognition of improved qualification (RIQ) programmes in the Department. Determine the budget and the numbers of qualifying employees for each year. Manage the sourcing of successful provider to conduct RPL for the staff in the Department. Manage the provisions of reports of programmes to the line managers, Skills Development Committee and relevant stakeholders. Manage the implementation of learnership and internship programmes: Manage the identification of learnership and internship needs for the Department. Identification of placement opportunities and Mentors. Facilitate placement of graduates for development opportunities. Manage and oversee the administration of Learnership and securing accredited training providers for implementation of the programme. Oversee development and implementation of work and training plans. Oversee the coordination of mentoring of learners/interns and implementation of structured training/programme with respective Branch /line mangers, accredited service providers, line Seta's and relevant stakeholders. Monitor the effective implementation of the Internship & Learnership programme and liaise with the appropriate Sector Educational and Training Authority (Seta) established in terms of the Skills Development Act of 2008 (Act 37 of 2008). Monitor and evaluate the impact of Internship & Learnership programmes and the interventions thereof. Report the administration of the programmes to the line managers and relevant stakeholders. Manage and monitor implementation of performance management systems: Manage performance management system for all employees within the Department. Administer the contracting and assessment of employees' performance is communicated within the organisation. Manage the alignment of employees' performance contracts with all departmental strategic goals. Manage the monitoring, compliance and reporting of performance management. Encourage managers to conduct performance reviews, and annual performance review. Oversee the implementation of the Performance Management on Enterprise Resource Planning (ERP) System, application, Product and Data Processing (SAP) Module. Plan, manage and administer internal and external Bursaries: Develop and implement needs analysis to determine department's skills shortage with respective Branch, relevant Committees. Advise committee on the awarding of new bursaries. Facilitate the advertising of bursary requisite as per departmental needs. Coordinate administration and implementation of bursaries. Liaise with Institutions of higher learning/ Higher Education Training (HET) and other service providers on bursary status quo. Monitor, evaluate and advise on bursary progress. Ensure the facilitation and reconciliation of bursary payments, debt recovery. Effect the debt takeovers process and ensure that necessary documents are forwarded to the relevant office (Human Resource Planning, Finance unit). Report to the Committee on the Bursary Programme on the progress and developments. Manage resources: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilization of physical resources. Review Job profiles and sign off.

ENQUIRIES : Ms. Sithembile Buthelezi at (071) 548 8903

POST 41/178 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/ REFS/057245**
Branch: Human Resource Services - (Cluster 2)

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resources Management/Public Management at NQF level 7 as recognised by SAQA. 3 years 'experience in supervisory/ ASD level in Human Resource environment. PERSAL Training as an added advantage.

DUTIES : Monitor Operational Plan and maintain compliance of policies, procedures, and prescripts. Monitor progress against Operation Plan. Maintain compliance on legislation and regulations governing all conditions service (Public Service Regulations (PSR/Acts). Identify opportunities for continuous improvement & implement process changes/improvement. Review efficiency of processes in accordance with policies, procedures and prescripts. Manage the operations Human Resource administration services. Monitor the Enterprise Content Management System (ECM) workflow of the system is operating optimally. Validate the accuracy of termination, pension withdrawal and leave mandates to ensure correct payments. Authorise the implementation the appointments, promotions, transfers, terminations and conditions of service benefits as per policy and guideline interpretation. Manage the roll-out of SAP ESS system to GPG departments. Monitor the implementation of service level agreement and customer relations. Track the efficiency of customer centric by review of allocation of mandates and monitoring implementation of HRA services. Facilitate communicate the customer service delivery standards are agreed upon with the GPG Departments. Facilitate escalated customers enquiries and queries are attended to and resolved. Resolve the escalated customer enquiries and queries are attended to and resolved. Coordinate training and awareness sessions to client departments. Coordinate consultations with Managers on implementation of HRA projects i.e. SAP ESS. Facilitate on-the-job training on HRA processes for GPG entities as requested. Provide awareness session on HRA programs for GPG clients as needed. Prepare and submit comprehensive management reports. Consolidate information/date for decision making. Produce data and analyse operational stats. Compile monthly, quarterly and annual reports. Manage Resource. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Oversee the workflow processes and deadlines of staff. 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.

ENQUIRIES : Ms. Portia Makotwane at (066) 297 1488

POST 41/179 : **ASSISTANT DIRECTOR: EXECUTIVE ENGINEER REF NO: REFS/057039 (X2 POSTS)**
Directorate: Operations

SALARY : R605 742 per annum (Level 10), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a qualification in Information Technology/Computer Science at NQF level 6 as recognised by the SAQA. 3 years' experience in desktop support environment. Microsoft Certified Systems Engineer Certificate. Microsoft Certified Systems Administrator. ITIL Certifications. Apple Mac Certification (will be an advantage.) Certified training in Microsoft AZURE. Valid Drivers License is required.

DUTIES : Respond to executive end-user support requests on 24-hour bases. Facilitate the IT setup of new executives and secure deactivating of device for parting executives. Research, test and recommend new hardware, software that can improve executive productivity. Create concise documentation/ applications tailored for executives. Resolve hardware/software issues. Regular maintenance of desktops, laptops, handheld devices. Apply system and security updates. Confirm antivirus and security software is active and updated. Assist end users with issues related to their accounts or computers, such as resetting passwords or troubleshooting technical problems. Installation of new operating systems (Windows/Apple) on users' computers as needed, including installing device drivers and other software required for the computers to operate properly. Handling security across the network by deploying new security patches and policies and monitoring activity for signs of intrusion or compromise. Maintaining a database of users and their respective rights and privileges within the network. Enforce and adhere to government IT policies, data protection regulations, and cybersecurity standards. Report on the quality and adherence to policies and procedures. Perform quality checks and device patch compliance. Support data protection and privacy efforts. Diagnose and resolve hardware, software, and network problems. Assist in user account creation, password resets, and access permissions, following security protocols. Resolve problems within the specified timeframes (SLA). Document troubleshooting guides and FAQs. Conduct on the job training on new

technology. Coordinate stakeholder relations e.g. Audio and video service providers, OEMs, Microsoft and Apple Mac. Install, configure, and update software applications and operating systems on end-user devices. Troubleshoot and repair hardware issues, including desktops, laptops, printers, and peripheral. Perform hardware and software installation, configuration and upgrades. Setup printer, private network(troubleshoot).

ENQUIRIES : Mr. Themba Psungo at (060) 543 9098

POST 41/180 : **ASSISTANT DIRECTOR: SYSTEM BACKUP SPECIALIST REF NO: REFS/057058**
Directorate: ICT Infrastructure (Operations)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus qualification in Information Technology, Computer Science at NQF level 6 as recognized by SAQA. 3 years' experience in Backup and Recovery Management.
DUTIES : To maintain the organization's backup infrastructure, ensuring data is securely backed up and recoverable. Backup Policy implementation. Maintain and implement a comprehensive backup and recovery policies and procedures. Enforce database-level access controls, encryption standards, and audit policies. Conduct backup security assessments and ensure full compliance with regulatory requirements. Assess current and future data protection. Provide Maintenance and Support of Backup Services. Enforce completion of backup jobs and adherence to established Service Level Agreements (SLAs) and recovery point objective. Perform regular maintenance including patching, index rebuilding, and data cleanup. Automate repetitive maintenance tasks to reduce manual intervention. Participate in development and testing disaster recovery plans. Implement Backup Software Upgrades. Plan and carry out version upgrades with minimal system downtime. Ensure backward compatibility and integration with existing applications. Participate in data restoration. Ensure accurate and timely recovery of lost and corrupt data. Monitor backup performance, troubleshoot issues, and optimize backup schedules. Documentation and Reporting. Maintain comprehensive documentation on database infrastructure, processes, and backup policies. Generate detailed reports on performance, backup health, and system audits. Collaborate with internal stakeholders. Work closely with IT teams, developers, and academic departments to ensure robust data services. Participate in technical planning and infrastructure development discussions.
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209

POST 41/181 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/057156**
Directorate: Debt Management

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Qualification in Financial Accounting / Financial Management at NQF level 6 as recognized by SAQA. Plus 3 years' experience in debt collection within debt management environment.
DUTIES : To ensure administration and collections of debts due to GPG departments. Supervision of Staff. Manage performance evaluations of the team. Identify staff training needs and development. Supervision of staff dent management and collection tasks. Ensuring and effectively managed and cohesive team. Coaching and mentoring of staff. Ensuring the development and growth of the staff. Ensure that work is distributed equally and manage workloads. Leave management in accordance with the leave policy. Ensure that the administration of debts is achieved per SLA for the GPG departments per SLA target. Monitoring of daily activities performed by staff. Ensure that debts are recorded within SLA timelines. Debt administration processes are followed. Monitor error reports and advise on corrective measures. Quality assurance of work performed. Verification and validation of all received debt mandates. Ensure all accounts (i.e. Ledger accounts, etc) are verified before the debt is authorized. Ensure that internal controls are adhered to in line with policies and procedures. Attending to audit queries and submission of RFI. Retrieval and submission of requested information within SLA timelines. Compile management audit response. Overseeing the implementation of the audit action plan. Overseeing and management of record keeping. Ensure that

sensitive information is protected as per POPI act. Ensure that the unit sustains the SABS ISO 9001/2008 quality assurance certificates. Verify and authorise the system transactions. All debt-related transactions on relevant systems: BAS, PERSAL, SAP and ECM. Resolution of escalated queries and provide feedback. Consolidation and analysis of the debt administration productivity report. Weekly productivity analysis report. Monthly take on variance report. Ensure that collection and legal recovery is achieved per SLA for the GPG departments and reduce outstanding debt per SLA target. Monitoring of daily activities performed by staff. Ensure that debts are collected within SLA timelines. Adopt procedures and processes necessary to recover all State monies from defaulters. Debt collection processes are followed. Follow up on progress report on cases referred to State Attorney. Quality assurance of work performed. Write-off recommendations before submission to the departments. Memos for legal action and hand over to the State Attorney. Spot checks for debt files. Ensure that internal controls are adhered to in line with policies and procedures. Resolution of escalated queries and provide feedback. Ensure administration of credits balances and Debt Suspense (Ledger Accounts) achieved per SLA for the GPG departments. Monitoring of daily activities performed by staff. Clearing of Ledger accounts within SLA timelines. Request monthly report for credit balances. Quality assurance of work performed. Verify, correct, and sign the following memos and ISO form related to: Credit refund to suppliers, Credit funds to debtors. Credit refund to beneficiaries of the deceased. Spot checks of credits balance on aging analysis and balances on debt suspense account. Ensure that internal controls are adhered to in line with policies and procedures. Overseeing and management of record keeping. Management of stakeholder relationships. Prepare, consolidate, and compile management reports for GPG departments. Request and prepare monthly BAS reports. Supply monthly debt management reports. i.e. OPSCOM, HOD Analysis and STRAT reports. Analysis of the reports through stakeholders' engagement. Effective customer relations management. Coordinating and facilitate information sharing sessions. Review of policies and procedures when necessary. Overseeing the implementation of policies and procedures. Ensure that advocacy of policies and training sessions are conducted. Consultations with State Attorney and other stakeholders. Compilation and submission of miscellaneous reports for management. Management of the SMS debt related cases. Participation in the recruitment process for debt management and other units. Shortlisting and conducting interviews.

ENQUIRIES : Mr. Leon Steyn at (083) 324 3950

POST 41/182 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/ 057036 (X5 POSTS)**
Branch: Human Resource Services (Cluster 1 & 2)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resources Management/Public Management at NQF level 6 as recognised by SAQA. 3 years 'experience in Human Resource environment. PERSAL Training as added advantage.
DUTIES : Facilitate the operation execution of SLA and utilisation of resource within the HRA unit. Assign tasks received through ECM to practitioner. Administer the allocated and processed of HR mandates within agreed SLA. Approve and/or authorize verified HR administration requests within the SLA timeframe, (appointments, promotions, other conditions of service, pension withdrawals and other service termination benefits) from GPG Departments received via enterprise content management system (ECM) on PERSAL or PCM system within the agreed timeframe. Monitoring of the SLA timeline for all HR related projects plans for the GPG departments. Assure quality on HRA value chain processes. Verify the accuracy of the mandates received by HRA unit and allocate or redirect incorrectly routed mandates to the correct business unit. Ensure that there is fair distribution of allocated work and re-assign, if necessary, in order to assure quality in capturing the information of mandate into the PERSAL system. Quality assure and approve or reject implementation of appointment and basic condition of service mandates on PERSAL and finalize workflows on ECM. Ensure that the SCC calculations and payment for MMS and SMS mandates are accurate. Check and verify benefits for MMS and SMS employees to complete transaction payments on transactions. Provide ESS/SAP HR support to GPG departments. (End user and backend user

support). Resolve queries. Resolve all incoming enquires through e-mail, telephone and walk-in. Solve problem of all difficult and sensitive appointment, promotions, and condition of service cases e.g. labour/AG/Risk audits. Identity and resolve errors that may have occurred promptly and liaise with HR Officers within GPG departments. Manage the electronic systems of rejected mandates. Resolve complex HRA-related queries within the system in accordance with PERSAL guidelines. Resolve ESS/SAP enquiries via the ITSM system. Compile comprehensive performance reports. Analyse the ECM, SAP, and PERSAL Management reports. Monitor rejection reports on a weekly basis and liaise with entities with regards to rejection of mandates. Provide insight presentation and the impact analysis on HRA matters to GPG departments. Supervise the roll-out of SAP ESS system across GPG departments. Monitor compliance and provide advice in relation to policies and processes. Monitor progress against Operation Plan. Maintain compliance on legislation and regulations governing all conditions service (Public Service Regulations/Acts), Government Employee Pension Law, Seek and implement ongoing process improvements. Review efficiency of processes in accordance with policies, procedures, and prescripts. Guide GPG HR employees on HRA processes. Conduct meetings and workshops maintain good relations with all stakeholders. Advice entities on mandates that do not meet the Standard Operating Procedure (SOP's) and oversee the outcome analysis. Ensure roll out of ESS to GPG departments through advocacy meeting and project kick off meetings. Organize and conduct training for "Before and After" go live on ESS and oversee the outcome analysis. Manage and supervise staff performance. First line supervision of employees. Allocate duties and perform quality control on the work delivered. Oversee workflow processes and deadlines of staff. Manage performance, leave, conduct and discipline of supervisees. Review and sign off job profiles for Practitioners.

ENQUIRIES : Ms. Portia Makotwane at (066) 297 1488

POST 41/183 : **ADMIN OFFICER: RISK MANAGEMENT REF NO: REFS/057033 (X2 POSTS)**
Directorate: Risk Management

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Risk Management / Auditing / Public Administration/Business Management qualification at NQF level 6 as recognised by SAQA. 2 years' experience within Risk Management/ Admin Support/ Compliance/Auditing environment.
DUTIES : Provide administrative support to the directorate. Provide logistical arrangements for meetings and workshops, such venue bookings, catering, etc. Maintain filling system for the risk management directorate. Facilitate communication and correspondence with internal and external stakeholders on risk related matters. Update the risk database and register. Provide secretariat support for Risk management Committee meetings. Provide secretariat support for Risk management Committee meetings. Prepare material for the Risk Committee meetings. Provide logistical arrangements for meetings and workshops, such venue bookings, catering, etc. Render risk management support. Collect data from various business units. Facilitate and coordinate the completion and maintenance of the departmental risk register and ensure regular updates from business units. Consolidate risk information for submission of reports. Assist with the facilitation of risk assessments, workshops, and awareness sessions. Facilitate the implementation of the identified risk response activities. Follow up on outstanding action items from audits and risk assessment. Act as the key point of contact for risk related queries from business units. Maintain record for of internal audits, inspections, and risk assessments. Monitor compliance and reporting. Aid in tracking risk compliance with internal risk policies. Gather risk related information to ensure adherence with risk policies. Maintain documentation and evidence to support compliance with governance requirements. Track and monitor audit findings and ensure timeous implementation of corrective measures.
ENQUIRIES : Mr. Oscar Baloyi at 066 486 5508

POST 41/184 : **REGISTRY CLERK REF NO: REFS/057183**
Directorate: Office of the MEC

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 4. No experience required.
DUTIES : To provide registry services. Distribute documents to the department cluster committees and external role players. Handle telephonic and other enquiries received. Receive, register, sort, and distribute incoming and outgoing mail, memos, and official documents between the Chief of Staff, the department, cluster committees, and external stakeholders. Track and trace files and control the physical or electronic movement of documents within the office. Attend to clients. File all documents. Receive all mail, sort, register and dispatch mail. Distribution of files and mail monthly. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files as required. File and retrieve documents systematically according to the approved departmental file plan and regulatory guidelines (such as the National Archives and Records Services Act). Open and close files, assign folio numbers, and maintain safe custody of confidential or sensitive records. Prepare and process older files for archiving or legal disposal. Complete index cards for all files and maintain accurate records of file movements. Provide general support in the office of the Chief of Staff. Assist with routine office tasks such as photocopying, scanning, digitizing paper records, and operating office machines (like franking or fax machines). Control and manage office stationery and stock supplies for the executive unit. Answer or direct general telephonic and walk-in enquiries to the appropriate staff members. Support logistical or procurement tasks, such as ordering stationery and basic equipment for the section. Control stocks and stationery as chief user clerk for the Chief of Staff. Check and count the stationery on hand every week or month (Stocktaking). Cross a certain threshold so that when the stock of ink, paper, or pens reaches that level, order immediately before it runs out. Prepare and submit new stock requisitions to the Procurement/Supply Chain department after obtaining approval from the Chief of Staff. When the stock arrives, compare it with the Delivery Note and original Purchase Order to ensure you received the correct items and in the correct quantity. Make sure there are no damaged or malfunctioning items before you officially accept them. Store supplies in a locked and secure place (Stationery Cupboard/Storeroom). Store items neatly and systematically (e.g. separate papers from pens). Provide messenger and driver support services. Coordinate with transport clerks or drivers to schedule urgent document drop-offs, inter-branch deliveries, or collection of time-sensitive packages for the Chief of Staff. Provide logistical support for meetings. Distribute meeting folders or digital briefing packs (agendas, minutes of previous meetings, and background reports) to attendees. Handle and file all incoming meeting requests, official invitations, and RSVPs to maintain an accurate guest list. Locate and bring forward historical records, policy files, or past correspondence required for reference during meetings. Ensure all meeting documentation is properly registered, indexed, and tracked in the department's Electronic Document and Records Management System (EDRMS).
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209
NOTE : This position is linked to the term of office of the Member of Executive Council (MEC).

POST 41/185 : **SHIFT LEADER – SECURITY REF NO: REFS/057304 (X2 POSTS)**
Directorate: Security Management

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 Certificate at NQF level 4 as recognized by SAQA with Grade C Security Training registered with PSIRA. 3 Years security experience in a supervisory level.
DUTIES : Performs the administrative duties for all security related functions associated with an assigned shift. Drafting duty rosters and posting sheets, Monitor the proper posting and deploying of security personnel daily. Allocate security tasks. Monitor attendance of security officers. Conduct uniform/dress code inspection. Implement parade during booking on duty. Enforce adherence to site instructions and procedures. Liaise with Senior Security Officer in terms of

daily operations. Conduct hand over to the next shift. Implement the security operational plan. Assist with the control of emergency plan and evacuation procedures and drills. Assist with the planning of security measures for events. Monitor and provide support in case of emergencies. Administer all controls room operations to safeguard the department assets. Supervise all control rooms activities. Report all incidents and any identified non- compliance relating to security prescripts. Review of footage upon request through proper procedure. Update all registers for the incidents observed. Monitor incidents/ occurrence books/registers. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorise the equipment, documents, and stores into or out of the building or premise. Inspect the functioning of electronic, radio and panic button systems. X- Ray machines, walk – through metal detectors, security lights and report all none functioning of security measures. Monitor and provide support in case of emergencies. Record security incidents and breaches and report to the Senior Security Officer. Control the keeping of registers as needed and the recording of all security related activities and incidents. Identify risk and thread to the security of the department. Assist with the investigation of security incidents and breaches and provide input on preventative measures. Compile reports to Senior Security Officers as needed.

ENQUIRIES : Mr. Leon Steyn at (083) 231 4399

POST 41/186 : **HOUSEHOLD AID/WORKER REF NO: REFS/057209**
Directorate: Office of the MEC

SALARY : R170 226 per annum (Level 03), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent), as recognized by the SAQA. No working experience required.
DUTIES : To provide housekeeping and cleaning services. Provide housekeeping and cleaning services. Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in efficient working conditions. Report any item of equipment that needs to be repaired. Report shortage and or faulty machines/equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding and maintenance services. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209
NOTE : This position is linked to the term of office of the Member of Executive Council (MEC).

DEPARTMENT OF HEALTH

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
CLOSING DATE : 27 November 2026
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 C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the 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 before appointment. The recommended candidate will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POST

POST 41/187 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: REFS/057377**
Directorate: Clinical

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary package)

CENTRE : Tara the H. Moross Centre, Sandton

REQUIREMENTS : A medical degree (MBBCh or equivalent degree) with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as an independent specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Sound clinical knowledge and skills in psychiatry and child psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfil the required teaching and training requirements. Knowledge of legislation, policies and procedures about mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always.

DUTIES : Provide a direct clinical service and manage a psychiatric inpatient unit and a weekly outpatient clinic. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs, including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Department of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES : Ms. M.A Ngobeni – Ngobeni.mixo@gauteng.gov.za
Ms S. Naidoo - Sheryl.naidoo@gauteng.gov.za

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.

CLOSING DATE : 27 November 2026

NOTES : 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 will undertake practical assessment test, 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. 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

POST 41/188 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/057327**
Chief Directorate: Human Resources Management

SALARY : 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.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF Level 7 in Human Resources Management/ Human Resources Development / Labour Relations / Industrial Psychology / Public Administration / Public Management / Management Services / Organisational Development / Operations Management. A minimum of 5 years' experience at senior managerial level in the human resources management environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Competencies: Basic knowledge of GPG and DID policies and procedures. Knowledge of Relevant legislation and

Public Service Regulations. Understanding of expectations of customers. Knowledge of Human resources management. Knowledge of Project management methodologies. Knowledge of Project Management. Knowledge of People Management. Knowledge of Financial Management. Knowledge of Conflict Management. Skills: Presentation. Communication. Computer literacy. Project management. Report writing. Analytical. Problem solving. Planning and organising. Leadership. Negotiation. Influencing. Attributes: Responsive. Credible. Quality-oriented. Innovative. Strategic thinker. Decisive. Credible. Motivating.

DUTIES : Oversee the recruitment, selection, appointment, transfer, promotion, acting appointment and onboarding of employees. Oversee the administration of conditions of service, including leave, housing allowance, medical aid, pension benefits, overtime, service terminations and related employee benefits. Oversee accurate and complete personnel records and service histories. Oversee human resource information, payroll services and PERSAL system control. Oversee the monitoring of human resources administration data and reports to support workforce planning and management decision-making. Oversee the improvement of human resources administration processes and systems for enhanced efficiency and service delivery. Oversee collective bargaining and engagement with recognised labour unions and bargaining structures. Oversee grievances, disciplinary cases, misconduct investigations, disputes, incapacity and poor performance matters. Oversee the coordination of conciliation, mediation and arbitration processes and represent the Department where required. Oversee the monitoring of labour relations trends and implementation of measures to reduce disputes and legal risks. Oversee the promotion of sound employee relations and effective conflict resolution processes across the Department. Advise Executive Management on labour relations matters. Oversee the implementation and monitoring of the Performance Management and Development System (PMDS). Oversee the development and implementation of the Workplace Skills Plan and Annual Training report. Oversee training and development programmes for employees at all levels. Oversee career development, mentoring, coaching and succession planning initiatives. Oversee skills development programmes, bursaries, internships and learnerships. Oversee the monitoring of compliance with Skills Development legislation and SETA requirements. Oversee the evaluation of the impact of training and development interventions on organisational performance. Oversee human resources planning, staffing forecasts, vacancy analysis and workforce reporting. Oversee organisational design, structural reviews and job evaluation processes. Oversee the provision of Employee Health and Wellness Programmes, including counselling, health promotion, trauma support and work-life balance initiatives. Oversee organisational culture and change management interventions. Oversee the coordination of human resources management responses to audit findings and any legislative queries. Oversee the monitoring and reporting on the implementation of human resources planning, organisational design and wellness programmes. Oversee the development of policies, strategies, and plans related to recruitment, appointments, service benefits, conditions of service, leave administration, termination processes, personnel records, labour relations, learning and development, skills development, career management and human resources planning, employee wellness, organisational design and change management. Oversee the alignment of the unit's strategic priorities and work plans with those of the Department. Oversee the preparation of annual operation plans. Oversee the implementation of risk and mitigation plans. Oversee the preparation and presentation of management reports for human resources management. Oversee written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Oversee compliance with the Public Service Act, Public Service regulations, Basic Conditions of Employment Act and other applicable prescripts. Manage 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. Monitor 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 41/189 : **CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/057334**
Directorate: District Maintenance Hub

SALARY : R605 742 per annum, (plus benefits)
CENTRE : Westhoven Facility Maintenance Hub
REQUIREMENTS : 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. 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.
DUTIES : 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.
ENQUERIES : Ms. Sikelelwa Mboto at: 076 521 4118

POST 41/190 : **CHIEF ARTISAN GRADE A-C: MECHANICAL / ELECTRICAL/BUILDING) REF NO: REFS/057331**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Sterkfontein Facility Maintenance Hub
REQUIREMENTS : 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.

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 41/191 : **SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: REFS/057332**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, plus benefits
CENTRE : Westhoven District Maintenance Hub
REQUIREMENTS : An undergraduate qualification at NQF level 6 or 7 as recognised by SAQA in in Human Resources Management/ Public Management/ Social Sciences. A minimum of 2-3 years relevant experience, in corporate services environment. A valid driver's license. Competencies: Knowledge of Public Service Act and Regulations, PFMA Act, Labour Relations Act, Skills Development Act. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing and Interpersonal skills. Attributes: Team player, Able to work independently Professional, Confidential, Ability to work under pressure Quality driven.

DUTIES : Coordinate the identification of funded vacancies in consultation with Line managers. Coordinate job advertisements and ensure that vacant posts are advertised. Coordinate the provision of secretariat services for shortlisting and interview committees. Prepare submissions for appointment approvals. Coordinate the validation of personal suitability checks. Coordinate the administration and processing of leave applications, overtime, housing applications, injury on duty incidents and long service duty recognition applications. Process documents for archiving and disposals. Maintain electronic file registers on incoming and outgoing correspondence. Coordinate the provision of reception and switchboard services. Coordinate the provision of cleaning services at the district office. Coordinate driver/messenger services to support the transportation, collection and delivery of official documents, correspondence, equipment and other departmental requirements. Coordinate ICT services for the District Maintenance Hub. Coordinate the implementation of employee wellness initiatives and interventions, including awareness programmes, wellness activities and referrals to wellness support services. Monitor and coordinate employee assistance and wellness cases through maintenance of records, follow up of interventions and escalation of matters requiring specialist or management attention. Coordinate labour relations matters by receiving, recording and referring grievances, complaints, misconducts and other employee relations matters. Coordinate labour relations training for the district. Coordinate the compilation of reports on wellness and labour relations activities and trends requiring management attention. Facilitate departmental induction and bursary programmes. Coordinate and monitor internship programmes. Coordinate appropriate training and development for all staff. Coordinate sign-off performance contracts and reviews for staff.

Coordinate and submit performance management- related documentation for the district. Coordinate performance management queries and correspondences. Facilitate 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. Prepare and submit reports and statistics on all corporate services matters in the district.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 41/192 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/057333**
Directorate: Facilities Maintenance Services
Sub Directorate: Routine 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 : Walter Sisulu

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 41/193 : **ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/057365**
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 : Chris Hani Baragwanath 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 41/194	:	**ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/057366** 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
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