

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.
- CLOSING DATE** : 07 March 2025
- NOTE** : Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. 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 representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
- OTHER POST**
- POST 07/98** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: REFS/022066**
(Contract linked to the term of the MEC)
(Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum, (all-inclusive package)
: Johannesburg
: A National Diploma (NQF 6) / Degree (equivalent to NQF 7). 3 years in Junior Management / Assistant Director level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES** : 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. 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. This would, inter alia, entail the following: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: 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. Human resources management.
- ENQUIRIES** : Mr. Sizwe Ngcobo Tel No: (011) 355 7043