

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

: Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:

Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg, 2001. Enquiries: Check Enquiries on the advert.

Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500. Enquiries: Ms Emily Mochela Tel No: (011) 746-8190.

District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456. Enquiries: Ms Ellen Raphoto Tel No: (011) 389-6077.

Gauteng East District (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs, 1560. Enquiries: Mr Mpho Leotlela Tel No: (011) 736-0717.

District Johannesburg North (JN): Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017. Enquiries: Ms Nelisiwe Mashazi Tel No: (011) 694 9378.

District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930. Enquiries: Ms. Nomathemba Xawuka Tel No: (016) 440 1717.

District Sedibeng West (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900. Enquiries: Ms Bertha Mlotshwa Tel No: (016) 594 9193.

District Tshwane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001. Enquiries: Mr Thabiso Mphosi Tel No: (012) 401 6434.

District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200. Enquiries: Ms Priscilla Ravele Tel No: (012) 725 1451.

District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001. Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.

District Tshwane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001. Enquiries Ms Aluciah Malegopo Tel No: (012) 543 4313.

CLOSING DATE

: 06 June 2025

NOTE

: It is our intention to promote (Race, Gender and Disability) in the Public Service through the filling of these posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled on the first page by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached). A Z83 form and a detailed CV MUST be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Following the interview process, recommended candidate (s) to attend the generic MMS competency assessment. The logistics of which will be communicated by the Department. Short-listed

candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 17/220 : **DEPUTY DIRECTOR: DISTRICT OFFICE IT SUPPORT REF NO: REFS/022613**

Directorate: IT Service Management

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum, (all-inclusive package)
: Head Office, Johannesburg
: An appropriate National Diploma/Degree (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in technical support or in IT at Junior Management/Assistant Director level. ITIL Foundations Certificate and/or COBIT 5 Certificate. Client orientation and good customer skills. Knowledge of legislative frameworks, policies and regulations within the Public Sector will be an added advantage, technical and interpersonal skills. High level of report writing good verbal and written communication skills. Initiative for new technologies and able to apply logic and good problem-solving skills when faced with new problems. Ability to work under pressure, work with minimum supervision and as part of the team. Supervisory skills. Valid driver's license is essential.

DUTIES

: Provide technical advice and support for the user base of the Department and manage LAN and WAN connectivity. Support and maintain daily operations on LAN, WAN and desktop environment for District Offices to ensure an effective and efficient environment. Manage all ICT processes related to incidents and problem management. Supervise the technical Support team to ensure minimum disruption in the environment. Have work arounds for reoccurring problems. Attend effectively and timeously to all IT queries lodged by users. Analyse problems, identify trends and take appropriate preventive actions. Produce regular management reports on incidents and problem management. Minimize the impact of incidents by providing solutions and prevent their reoccurrence. Liaise between management and users. Produce high level of report writing. Initiate and implement improvements in all areas of IT responsibility. Manage and allocation of work to Assistant Directors and/or technicians and conduct performance evaluation. Ensure compliance and monitoring of approved ITSM policies, procedures, guidelines and standards. Monitor vulnerabilities, patch management and ensure compliance as per the stipulated standards. Manage and monitor the GUP Server efficiently and effectively at a district level. Conduct, perform and monitor all administration duties. Meeting deadlines on projects and tasks allocated. Manage and ensure compliance on IT infrastructure. Practice good IT governance.

ENQUIRIES

: Ms Hellen Kganyago Tel No: (011) 843 6693

POST 17/221 : **DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: REFS/022614**

Directorate: Early Childhood Development

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum, (all-inclusive package)
: Head Office, Johannesburg
: An appropriate three- year National Diploma/Degree in Public Administration/ Public Management with 1-year certificate in Monitoring and Evaluation plus a minimum of 3 years' relevant working experience in Early Childhood Development at a Junior/Assistant Director level. Advance experience in word processing, spreadsheet and presentation software packages. Knowledge of legislative framework and processes that govern ECD. Understand South Africa ECD sector. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations. Research methodology. Monitoring &

DUTIES

evaluation methodology, Pre – Grade R and Grade R curriculum development and implementation. Develop programme for the verification & mapping process of ECD sites. Procurement procedures. Advanced Ms office Applications. Clear report writing. financial management. Report writing skills, Presentation skills, Facilitation skills, Policy formulation Development. Advance monitoring & evaluation skills. Database development. Information Systems development. Computer literacy skills, Leadership, managerial and supervisory skills. Time management. A valid driver's license.

: Ensure that ECD Policies are mediated and implemented and high-quality research is conducted in the ECD environment to improve quality and increase access. Manage the development of plans for Policy discussions and reviews and implementation. Ensure new policy mandate for ECD is incorporated in ECD Strategic plans for execution. Manage high-quality Research and Development in ECD. Manage the Development of ECD Strategic and Concept Documents in line with the Departments Strategic goals and targets Develop ECD monthly and quarterly statutory reports on all ECD activities. Ensure development and implementation of monitoring tools and evaluation all ECD programmes and projects. Ensure the development of monitoring and reporting templates and tools. Ensure the implementation of School Readiness Verification across Grade R Classes. Develop and implement frameworks for ECD evaluation of programmes and projects. Identify ECD services, programmes and projects to be monitored and evaluated. Ensure monitoring and evaluation of the ECD facilitators training. Ensure the monitoring and evaluation of the ECD practitioners training. Ensure the monitoring and evaluation of the ECD sites. Ensure monitoring and evaluation of the rollout and implementation of the CAPS and NCF. Ensure the development and implementation of ECD Data Management Systems. Ensure the planning for development of ECD Data Management policy, procedures and systems. Ensure the development and implementation of the data flow policy. Ensure the development and signing of MOU's with relevant departments, other ECD stakeholders & Local Government on access & release of data. Ensure ECD staff and relevant officials are trained in Data management policies and procedures. Ensure the ECD Data management systems interface with the Department's existing system. Ensure the establishment of information systems. Supervise & ensure the development of appropriate information flow systems. Ensure the planning, development & implementation of an integrated database. Ensure the collection, capturing, cleaning, verification and analyzing of data. Oversee & ensure the implementation of both an electronic and manual filing system. Ensure & manage the development of a knowledge management strategy & implementation. Establish partnerships with Higher Education Institutions, Further Education & training Institutions, ECD Training Institutions, Other Government Departments, NGO's Local Government & other ECD stakeholders. Establish and maintain partnerships with Higher Education Institutions for Research and Development, Sharing of best practice from international practices and new trends and models in the sector. Establish, ensure, coordinate & manage the meetings with the NGO forum and communicate all ECD related matters. Ensure the establishment of a municipality forum and to meet and discuss ECD related matters and to gather ECD data. Ensure & manage the establishment of a forum for universities and meet to communicate all ECD related matters, identify and discuss possible research. Ensure & oversee the establishment of an interdepartmental forum and to meet and discuss ECD related matters and to gather ECD data. Establish, ensure & manage the meetings with the Special Needs forum and communicate all ECD related matters.

ENQUIRIES

: Ms Sylvia Moagi at 071 194 0014

POST 17/222

: **DEPUTY DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: REFS/022618**
Directorate: Office of the HOD

SALARY CENTRE REQUIREMENTS

: R896 436 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience at Junior Management / Assistant Director level within the

		secretariat or Administrative Support Environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Batho Pele principles, Corporate Governance principles, Minimum Information Security Standard (MISS) and meeting procedures and protocols. Completed courses in word processing, spreadsheets and presentations will be a requirement. Ability to meet deadlines and to keep confidential information. Willingness to work extended hours when necessary. A Valid driver's license.
<u>DUTIES</u>	:	Provide and oversee the provision of executive secretariat services to senior management meetings initiated by the Office of the HoD. Ensure that various internal and external stakeholders are informed about Senior Management meetings with the HoD. Ensure liaison with various internal and external stakeholders and inform them of documentation required for the senior management meeting. Ensure that logistics are arranged for internal and external meetings and enable adequate meeting preparations. Ensure an accurate record of proceedings, approval and distribution thereof. Ensure the analysis of various input documents and consolidate such documents in executive summary reports for consideration by the HOD. Provide inputs for the drawing up of agendas for Senior Management meetings and ensure the distribution of agendas. Compile minutes and record decisions and resolutions taken at Management meetings. Ensure that resolutions taken at relevant executive meetings are followed up and report thereon to the HoD. Participate in the development, implementation and maintenance of record management system for the Unit in terms of applicable departmental policies. Prepare and provide briefing documentation and speeches. Coordinate the induction of newly appointed committee members. Handle all queries and provide advice on governance related issues in line with the Terms of Reference for Governance Structures of the GDE. Ensure liaison with various internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. Amelia Williams Tel No: (011) 3550173
<u>POST 17/223</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/022622</u> Directorate: Asset Management
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Internal Auditing/ Business Management/Supply Chain Management plus a minimum of 3 years relevant working experience in the Asset management or Supply Chain Management environment at Junior Management / Assistant Director level. Knowledge of PFMA, Treasury Regulations, Financial Systems, LOGIS and Generally recognized and accepted Accounting Practice. International Accounting, BAS, BAUD and Supply Chain Management. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint, Financial Management, Managerial skills, Report writing skills and Interpersonal skills. Valid Driver's License.
<u>DUTIES</u>	:	Manage the development and maintenance of the departmental assets management system and Assets Management Plan including asset disposal plan and loss control. Manage the Maintenance of departmental Asset Registers. Manage the update of paid assets on BAS in the Asset Register. Ensure that the process of compiling the asset register is according to the relevant prescripts. Manage the reconciliation of received assets and invoices. Manage the verification of transfer of assets in line with Sec 42 of Public Finance Management Act (PFMA). Develop and implement assets management policy and procedures and guidelines. Maintain a thorough understanding of Preferential Procurement Policy Framework (PPPF) regulations, industry trends, current practices, new developments and applicable laws. Oversee the proactive mitigation of all risks associated with non-compliance of SCM policies/ National Treasury Regulations, procedures and guidelines. Ensure the effective, efficient and economic utilisation of allocated resources Management and Development System.
<u>ENQUIRIES</u>	:	Ms. Amelia Williams Tel No: (011) 3550173

<u>POST 17/224</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/022624 (X2 POSTS)</u> Directorate: Labour Relations
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) in Labour Relations/ Human Resource Management/LLB/Labour Law plus a minimum of 3 years relevant working experience in Labour Relations at Junior Management / Assistant Director level. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.
<u>DUTIES</u>	:	Implement policy regarding disciplinary enquiries. Manage high profile disciplinary cases as identified by the employer. Facilitate and manage resolution of grievance, Represent the Department at various bargaining council (GPSSBC, ELRC, PSCBC, CCMA). Promote efficient labour relations policies. Maintain labour peace within the organization.
<u>ENQUIRIES</u>	:	Mr Milton Mashele Tel No: (011) 355 1506
<u>POST 17/225</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X2 POSTS)</u> Sub-Directorate: Transversal Human Resource Services
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Sedibeng West District Ref No: REFS/022635 Sedibeng East District Ref No: REFS/022637
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfil the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<u>ENQUIRIES</u>	:	Ms Simangele Shirinda Tel No: (011) 843 6703

<u>POST 17/226</u>	:	<u>SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/022631 (X2 POSTS)</u> Directorate: Legal Services
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (salary to be determined in accordance with experience as per OSD determination).
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver's license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
<u>DUTIES</u>	:	Coordinate responses to Chapter 9 Institutions. Represent the Department in all hearings conducted by Chapter Institutions. Draft reports and analysis on all Chapter 9 Investigations. Attend to all statutory Appeals to the MEC. Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to Education attend to assigned duties from the Director. Handle litigation cases. Manage and coordinate collection of data and information. Obtain and analyse reports from districts and schools.
<u>ENQUIRIES</u>	:	Ms Agnes Muthelo Tel No: (011) 355 1182
<u>POST 17/227</u>	:	<u>CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: REFS/022628</u> Directorate: Maintenance Project/Programmes Sub-directorate: Maintenance and Work Inspections
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in Electrical Engineering, or N3 with passed Trade Test in Electrical, or National N Diploma in Engineering (in the electrical field). A Wiremen's License. Minimum of six years' relevant experience post qualification. Computer literacy. A valid driver's license. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Report writing skills. Good interpersonal relations. Candidates must be willing to work under pressure.
<u>DUTIES</u>	:	Manage credibility of technical data and information for infrastructure maintenance. Manage condition assessments. Manage the process of needs identification for infrastructure maintenance and minor electrical works by ensuring that customer complaints are investigated and attended to. Facilitate, co-ordinate and control the implementation of infrastructure maintenance and minor renovation projects. Ensure that relevant project documentation (bid documents, specifications, Bill of Quantities) for existing structures and minor new works is compiled accurately. Manage the execution of projects by contractors and ensure compliance to relevant legislation and procedures. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of employees. Administer the departmental performance management and development system.
<u>ENQUIRIES</u>	:	Ms. Sissy Baduza Tel No: (011) 843 6792
<u>POST 17/228</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: REFS/022616</u> Directorate: IT and Service Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience as a Technician in Information Technology/ Information Security environment at a supervisory level at a post equivalent to salary level 7/8. ITIL Foundations Certificate/Security+ will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security and Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills. Valid driver's license is essential.
<u>DUTIES</u>	:	Provide Information Technology Technical Support service to Head Office and Satellite Offices. Identify trends and problems relating to information security and disaster recovery issues. Compile information security risk metrics and report monthly. Coordinate the provision anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Update and maintain information security risk register and software access in GDE. Facilitate IT support projects at Head Office and Satellite Offices I.e. Software, Security, project tenders etc. Supervise and provide support services and monitor LAN connectivity of sites. Provide Technical support on Information Technology governance and adhoc projects. Implement network security and Patch Compliance. Report on changes, planning and performance issues. Conduct Risk assessments and awareness sessions to GDE computer users. Report on IT project issues and developments. Assist with planning and coordinating the DR testing for GDE. Coordinate and promote information security. Install of anti-virus security software for all GDE end- users. Upgrade of anti-virus security software for all GDE end- users regularly. Install the Operating Systems Versions and Patches. Monitor the effectiveness of Anti-Virus & Patches updates. Audit of hardware specifications, software, applications and report on non-standard conforming assets. Supervision 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.
<u>ENQUIRIES</u>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 17/229</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL ICT SUPPORT REF NO: REFS/022257(X2 POSTS)</u> Directorate: School System Development and Technical Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Johannesburg
	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years' experience in providing IT Technical Support and/or LAN/WAN Support in an ICT environment at a supervisory level at a post equivalent to salary level 7/8. A valid ICT accredited industry certificate (minimum of one) would be beneficial (e.g.ITIL Foundation, COBIT, CompTIA A+, Azure Fundamentals, Citrix Foundation, etc.). Experience with computer setup, resolving connectivity issues, troubleshooting and data recovery. Candidates must be proficient with LAN/WAN technologies and Microsoft platforms (Office 365, Windows OS 10 and 11, Cloud platforms), mobile devices (Android, iOS), anti-virus solutions, and application support (e.g., SASAMS, Citrix, Online Admission). Knowledge of Anti-Virus and malware prevention measures. Knowledge and support of Mobile Device Management (MDM) system/technologies. Knowledge of a ticketing (call) management system. Knowledge of SLA target and management thereof. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and processes. Ability to detect and resolve users' queries on time and have a general strong problem-solving skill. Innovative thinking abilities, Work independently as well as in a team, telephone etiquette, project management, good customer relations, good verbal and written communication skills. Understanding of IT Governance Framework and ITIL is required. Knowledge of Data Management is required. A valid driver's license is essential.
<u>DUTIES</u>	:	To manage and constantly monitor the network connectivity environment e.g. WAN, Broadband, LAN, Wi-Fi, APN, and 3G/4G connectivity. Troubleshoot and ensure the connectivity uptime and functionality. Ensure all Public Schools

are accessible electronically (e.g. Email). Manage technical Desktop Support functions by providing hardware and software support to Schools. Project Manage ICT related projects at schools. Manage ticket (call) escalations and ensure SLA targets are met. Support interactive boards/displays installed at schools. Provide support to all ICT devices at schools, including providing support to educators and learners devices. Ensure installation of hardware and software. Ensure up-to-date software, anti-virus and other malware prevention measures. Perform ICT security assessments and apply security patches. Maintain IT registers. Provide roll-out Applications Support to Schools (e.g. On-line Admission application system, SA SAMS application support, Principals' Communication platform). Provide support in the implementation of ICT projects in schools. Supervise and provide support to the IT Support Technicians. Keep abreast of the IT best practices, IT policies and IT standard operating procedures.

ENQUIRIES : Ms Mechelle Brink Tel No: (011) 355 1223

POST 17/230 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/022619**
 Directorate: Infrastructure Delivery Management
 Sub-Directorate: Infrastructure Capex and Scheduled Maintenance Projects and Program Implementation

SALARY : R468 459 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Project Management/Public Administration/ Public Management/ Administrative Management/Office Administration or Management /Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in in providing administrative/project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.

DUTIES : Provide secretarial support to the infrastructure capex and schedule Maintenance projects and program implementation Sub-Directorate. Compile the agenda of meetings and circulation of accompanying memoranda. Compile minutes of the meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 17/231 : **ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: REFS/022651**
 Directorate: Infrastructure Delivery Management

SALARY : R468 459 per annum
CENTRE : Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management/ Project Management/Public Administration/ Public Management/ Administrative Management plus a minimum of 3 years relevant working experience in providing financial management and administration/ project support. Knowledge of Public Service Act and Regulations, Infrastructure within the infrastructure environment at a supervisory level and or at a post equivalent to salary level projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 17/232</u>	:	<u>ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: REFS/022615</u> Directorate: Performance Management and Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resources Management/Development plus a minimum of 3 years' relevant experience and knowledge of the operations of employee performance management at a supervisory level and or at a post equivalent to salary level 8/7. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required. A valid South African driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance of all performance management policies, regulations and guidelines. Set up systems for implementation of PMDS-PS & SMS. Capturing scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and

		SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.
<u>ENQUIRIES</u>	:	Ms Motshedisi Ramohloki Tel No: (011) 843 6656
<u>POST 17/233</u>	:	<u>ASSISTANT DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: REFS/022630</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year National Diploma/Degree (NQF Level 6/7) qualification in Social Science / Human Science / Public Administration / Public Management. At least a minimum of 3 years' experience in the Early Childhood Development environment at a supervisory level and or at a post equivalent to salary level 8/7. A sound knowledge of public service administration processes. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good inter-personal skills. Valid Driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate job analysis and evaluation for the department. Ensure identification and prioritization of posts to be evaluated. Coordinate the submission of job evaluation requests to the Office of the Premier (OOP) for evaluation of posts or group of posts. Coordinate and facilitate development of job descriptions in the department. Ensure continuous review of job description guidelines and template. Provide advocacy on the implementation of job description guidelines and template. Monitor the facilitation, compilation and implementation of job descriptions. Coordinate and facilitate business process management and functional analysis in the department. Ensure the development, implementation and review of business processes to enhance productivity. Coordinate business process improvement projects. Develop and map business process and mapping session with senior stakeholders. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Ensure the development of standard operating procedures. Coordinate and facilitate development of Service Delivery Model in the Department. Ensure the development, implementation and review of Service Delivery Model in the Department. Facilitate the development of Service Delivery Model session with relevant stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources. Identify subordinate's development needs.
<u>ENQUIRIES</u>	:	Ms Sylvia Moagi at 071 194 0014
<u>POST 17/234</u>	:	<u>ASSISTANT DIRECTOR: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT REF NO: REFS/022638</u> Directorate: Organisation Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Management Services/Production Management/ Operations Management/Organisational and Work-study/ Industrial Engineering/ Industrial Psychology plus a minimum of 3 years' experience in an OD Practitioner role performing Job Design, Job evaluation and Business Process functions at a supervisory level and or at a post equivalent to salary level 8/7. Job Evaluation Certificate and Business Process Management Certificate will be an added advantage. Knowledge of Public Service Act and Regulations., DPSA Guide on Job evaluation and Job Description. Labour Relations Act (LRA). Operations management framework, Job Evaluation System. Organisational Functionality Assessment. Mapping of business processes. Skills: Computer literacy, Communication skills, Facilitation, and presentation skills, Organising and planning skills, Good Interpersonal relations, and Time Management skills. Driver's License is essential.
<u>DUTIES</u>	:	Coordinate and facilitate job analysis and evaluation for the department. Coordinate and facilitate development of job descriptions in the department. Coordinate and facilitate business process management and functional

		analysis in the department. Develop and map business processes. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Coordinate Organizational Functionality Assessment within the Department. Conduct Job description, Job evaluation and Business process advocacy sessions. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. Fundzani Buys Tel No: (011) 843 6884
<u>POST 17/235</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATION HEALTH AND SAFETY REF NO: REFS/022621</u> Directorate: Performance Management Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Environmental Health/ Safety Management plus a minimum of 3 years' experience in the Occupational Health and Safety field at a supervisory level and or at a post equivalent to salary level 8/7. An in-depth knowledge of Occupational Health and Safety Act, Safety Health Environment Risk and Quality regulations/ prescripts, Basic Conditions of Employment Act and Regulations, Labour Relations Act policies and prescripts. Good Communication Skills, Customer Services, Good report writing skills, Computer Literacy, Conflict and Problem Solving. Ability to work independently. A valid South African driver's license.
<u>DUTIES</u>	:	Ensure implementation of Occupational Health and Safety (OHS) programmes in the department. Maintain Safety Health Environment Risk and Quality (SHERQ) standards and regulations in the department to ensure safety working environment. Manage the identification and assessment and moderation of occupational hazards and risks. Development of the Department's Occupational Health and Safety Policies, Procedures and Guidelines. Develop and maintain best practices of Occupational Health and Safety policies, procedures and guidelines. Manage the development and valuation of Occupational Health and Safety Committee. Supervision and development of staff.
<u>ENQUIRIES</u>	:	Ms Motshedisi Ramohloki Tel No: (011) 843 6656
<u>POST 17/236</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/022633</u> Directorate: Office of the HOD
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in the office administrative environment within an executive office at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Good verbal and written communication skills. Confidentiality in managing documents. Sound understanding of legislative frameworks, systems, procedures and processes in government and the public service. Valid driver's license. Willingness to work extended hours when necessary.
<u>DUTIES</u>	:	Support HOD with overall office administration and operational activities of the office of the HOD. Monitor and manage an effective information and documentation process flow in the office of the HOD. Liaise with the offices of the MEC and all Branches in the GDE in terms of tracking, referrals, correspondence and responses and ensure proper workflow. Quality Assurance of submissions that are received from the different branches of the Department. Ensure proper document management, handling and appropriate classification of documents. Coordinate and manage the processing of all internal, external and electronic queries Facilitate effective internal stakeholder management and customer relations (Batho Pele) in the Office of the HOD. Coordinate communication with internal staff. Provide financial administration and procurement administration. Manage SLA's and all other service providers. Co-ordination of Risk management processes. Ensure compliance with PFMA

and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance requirements.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 17/237 : **ASSISTANT DIRECTOR: OFFICE OF HOD REF NO: REFS/022640**
Directorate: Office of the HOD

SALARY : R468 459 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience in the secretarial or administrative support environment within an executive office at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Good verbal and written communication skills. Confidentiality in managing documents. Sound understanding of legislative frameworks, systems, procedures and processes in government and the public service. Valid driver's license. Willingness to work extended hours when necessary.

DUTIES : Administer the Head of the Department (HoD)'s diary by arranging internal and external meetings, follow up meeting schedule, preparing supporting documents for the meetings, book venue (internal and external), parking and order refreshments. Coordinate administrative support to the HoD by writing letters, invitations and memos as requested by the HOD. Prepare incoming and outgoing correspondence/submissions as requested. Arrange the travel and accommodation requirements of the Head of the Department (HoD). Ensuring that all procedures have been followed and forms have been approved by the relevant senior manager/s. Prepare and process claims for the Head of the Department (HoD) through ensuring that claims are submitted within the required timeframes. Ensure the correct budget and other information has been captured on the claim forms.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 17/238 : **ASSISTANT DIRECTOR: IT PROVISIONING REF NO: REFS/022644**
Directorate: Information Technology Service Management

SALARY : R468 459 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate, recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Information Technology/ Information Systems/ Computer Science plus a minimum of 3 years extensive experience in an ICT operational customer service environment at a supervisory level at a post equivalent to salary level 7/8. A+/ITIL Foundation Certificate; knowledge of call management and call handling tools and knowledge of legislative frameworks within the public sector will be an added advantage. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management. A valid South African driver's license.

DUTIES : Lead and manage the IT provisioning team to ensure high performance and professional development. Oversee the deployment and maintenance of IT infrastructure and software. Develop and implement IT provisioning policies and procedures to ensure compliance and efficiency. Collaborate with other GDE business units to understand their IT requirements and provide appropriate solutions. Monitor and manage the cost-effective use of IT resources. Stay updated with the latest technology trends and best practices to continuously improve IT provisioning processes. Forecast and plan infrastructure requirements to ensure ongoing delivery of agreed IT services. Determining the availability requirements of the business and matching these

		to the capacity of the IT infrastructure. Measure and monitor Availability, Reliability and Maintainability on an ongoing basis. Work at reducing the frequency and duration of incidents. Ensure corrective actions for downtime are identified and implemented.
<u>ENQUIRIES</u>	:	Ms Hellen Kganyago Tel No: (011) 843 6693
<u>POST 17/239</u>	:	<u>ASSISTANT DIRECTOR: NETWORK MANAGEMENT REF NO: REFS/022394</u> Directorate: IT Systems and Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Head Office, Johannesburg An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology/ Information Systems/ Computer Science plus 3 years' relevant working experience in IT environment. at a supervisory level at a post equivalent to salary level 7/8. Certified A+ and N+. CCNA is compulsory. Must be able to complete complex networking projects with minimal supervision. Knowledge of current network hardware, active directory and TCP/IP protocol. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure. Must have valid driver's license.
<u>DUTIES</u>	:	Support the GDE network. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users. Develop methods and tools to be used to test and implement new LAN equipment, Create projects that are designed to add functionality required by the department, address on-going network failure issues, Engage in regular network troubleshooting activities and resolve network connectivity issues, Analyze the current network structure and submit quarterly comprehensive reports to executive team on how to make the network more efficient, Ensure network security and connectivity. Installing & repair of UTP cabling, Fully support, configure, maintain and upgrade corporate customer's networks, Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses. Resolve problems reported by end user, Define network policies and procedures, Specify system requirements and design solutions, Research and make recommendations. Monthly and quarterly reporting.
<u>ENQUIRIES</u>	:	Ms Phindile Ngobeni Tel No: (011) 843 6740/46
<u>POST 17/240</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION (X4 POSTS)</u> Sub-Directorate: Curriculum Management and Delivery
<u>SALARY CENTRE</u>	:	R468 459 per annum Gauteng North District Ref No: REFS/022620 Tshwane West District Ref No: REFS/022625 Johannesburg North District Ref No: REFS/022627 Sedibeng West District Ref No: REFS/022629
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Administrative Management/Office Administration or Management /Management Assistant/ Office Management and Technology plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.
<u>DUTIES</u>	:	Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders.

Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the district. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES

: Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN)
 Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)
 Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN)
 Ms Bertha Mlotshwa Tel No: (016) 594 9207 (SW)

POST 17/241

: **ASSISTANT DIRECTOR: ANTI-CORRUPTION ETHICS & INTEGRITY**
MANAGEMENT REF NO: REFS/022632

Directorate: Anti-corruption Ethics & Integrity Management

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 per annum
 : Head Office, Johannesburg
 : An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Accounting/Auditing/Investigations/Ethics/Integrity Management) plus a minimum of 3 years' relevant working experience in the Investigations/Auditing/Ethics/Anti-Corruption environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Anti-Corruption, Ethics and Integrity Management Practices, Forensic Investigations/Auditing, Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles, PFMA and Treasury Regulations, Public Service Act and Regulations, Policy development, South African Constitution, NQF Act. Prevention and Combating of Corrupt Activities Act, PAIA and Protected Disclosures' Act. Good verbal and written communication skills, Risk Management, Stakeholder management, People and Conflict Management, Research and analytical, Computer skills- MS Office (Word, Excel, PowerPoint), Presentation and Facilitation, Project management, Change management, financial management, Statistical and quantitative analysis. A valid South Africa driver's license.

DUTIES

: Implementation of anti-corruption, Ethics and Integrity Management strategies. Assist in the compilation/ drafting of the departmental code of conduct and related Ethics and Integrity Management Policies. Facilitate the combating, monitoring and reporting of potential conflicts by officials while performing their duties. Coordinate the promotion of sound ethics and integrity management. Collate and consolidate documents to E-disclosure system to DPSA and ensure compliance thereof. Maintenance of a gift register for all GDE officials. Conduct the lead analysis and the preliminary investigations into allegations of maladministration, fraud, and corruption. Draft project plans for special projects associated with ethics, integrity, and anti-corruption. Monitor the implementation of remedial actions emanating from the forensic investigations.

		Development of anti-corruption, integrity, and ethics legislative frameworks (policies), procedures and guidelines for good governance. Develop and review risk management strategies and policies in line with the provincial and national ethics and integrity management frameworks. Conduct research and develop new methodologies, strategies, procedures manual and best practices relating to anti-corruption, ethics, and integrity management. Provide advice on all anti-corruption, integrity, and ethics enquiries internally and to relevant stakeholders. Supervision and Development of Staff. Ensure that staff are assessed in line with their Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Ms Mamogodi Makgolo Tel No: (011) 355 0261
<u>POST 17/242</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SERVICE POOL (X3 POSTS)</u> Sub-Directorate: Finance and Administration
<u>SALARY CENTRE</u>	:	R468 459 per annum Gauteng East District Ref No: REFS/022636 Tshwane North District Ref No: REFS/022639 Gauteng North District Ref No: REFS/022642
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.
<u>DUTIES</u>	:	Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the district. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.
<u>ENQUIRIES</u>	:	Mr Mpho Leotlela Tel No: (011) 736 0717 (GE) Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN)

<u>POST 17/243</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: REFS/022648</u> Directorate: Labour Relations
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognised three-year National Diploma/ Degree (NQF 6/7) in Labour Relations/ Human Resource Management/LLB/Labour Law plus a minimum of 3 years relevant working experience in Labour Relations at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. Ability to work independently as well as in a team. Good written and verbal communication skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
<u>ENQUIRIES</u>	:	Mr Milton Mashele Tel No: (011) 355 1506
<u>POST 17/244</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X3 POSTS)</u> Sub-Directorate: THRS
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Sedibeng West District Ref No: REFS/022617 Gauteng North District Ref No: REFS/ 022626 Tshwane South District Ref No: REFS/022634
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7). Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel.

		Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.
<u>ENQUIRIES</u>	:	Ms Bertha Mlotshwa Tel No: (016) 594 9193 (SW) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN) Mr Thabiso Mphosi Tel No: (012) 401 6434 (TS)
<u>POST 17/245</u>	:	<u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: REFS/022645</u> Sub-Directorate: Finance and Administration
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Ekurhuleni North District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.
<u>DUTIES</u>	:	Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.
<u>ENQUIRIES</u>	:	Ms Emily Mochela Tel No: (011) 746 8190
<u>POST 17/246</u>	:	<u>ASSITANT DIRECTOR: HUMAN RESOURCE PROVISIONING (X2 POSTS)</u> Sub-Directorate: Transversal Human Resource Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Tshwane North District Ref No: REFS/022649 Ekurhuleni South District Ref No: REFS/022652
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree (NQF 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus 3 years' experience in the HRP working environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate to District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.
<u>DUTIES</u>	:	Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel

i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the district. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the district. Coordinate all the processes with regards to the realignment of the structure in the district (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

ENQUIRIES

: Ms Rejoice Manamela Tel No: (012) 543 4312 (TN)
MS Ellen Raphoto Tel No: (011) 389 6077(ES)

POST 17/247

: **PHYSICAL RESOURCE PLANNER REF NO: REFS/022268**
Sub-Directorate: Infrastructure Planning and Property Management

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum
: Head Office, Johannesburg
: An appropriate recognized Degree (NQF Level 7) qualification in Town Planning, Architecture or Architectural Technology plus minimum of three years appropriate experience after qualifications has been obtained. Valid Drivers' License. Computer literate. Knowledge: Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act (PFMA), Treasury Regulations, including the Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage National Education Infrastructure Management System (NEIMS) and other education infrastructure related planning data, GIS and related Facilities Management systems, ability to apply the education priorities in terms the physical resource planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

DUTIES

: Provide physical resources planning inputs to the Infrastructure Asset Management Plan and budget. Conduct needs assessments of schools' infrastructure to update the NEIMS from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

ENQUIRIES

: Ms Lerato Machaka Tel No: (011) 843 6532

POST 17/248

: **ASSISTANT DIRECTOR: DISTRICT IT SUPPORT REF NO: REFS/022285**
Directorate: IT and Service Management

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum
: Head Office, Johannesburg
: A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in IT technical support. Knowledge of ITSM service desk tool, ITSM/ ITIL processes at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of call management and call handling tools. Good IT technical knowledge and IT security, problem solving and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Excellent report writing and analysis skills. Ability to manage, motivate and be part of a team. Ability to

		manage, adapt and balance staffing and duties to meet Service desk demands. Ability to work with cross functional teams and supervisors within technical environment. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+/ N+/, ITIL or related certificates will be advantageous. A valid South African Driver's license.
<u>DUTIES</u>	:	Maintain and monitor ITSM system/Incident management in Districts, logged calls management. Supervise and ensure maintenance of server room infrastructure, manage networks security and computer systems (patch management). Ensure efficient IT technical support and call logging to all GDE userbase. Provide support on network connectivity/WAN and projects. Report and follow up on unresolved and delayed incidents and requests to ensure service delivery target are met. Implement and ensure 3rd party relations and processes are adhered to from the GDE IT service desk, Ensure the adherence and implementation of relevant GDE policies. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of technical support to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on technical support within District office on Weekly, Monthly, quarterly, and ad hoc basis. Build a cohesive technical support team through coaching and development.
<u>ENQUIRIES</u>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 17/249</u>	:	<u>ASSISTANT DIRECTOR: IT SERVICE DESK REF NO: REFS/022641</u> Directorate: IT and Service Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years' relevant working experience in an IT service desk or IT technical environment. Knowledge of ITSM service desk tool, service desk and ITSM/ ITIL processes at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of call management and call handling tools. Good IT technical knowledge, problem solving and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Excellent report writing and analysis skills. Ability to manage, motivate and be part of a team. Ability to manage, adapt and balance staffing and duties to meet Service desk demands. Ability to work with cross functional teams and supervisors on all IT incident and request process matters. Understanding the position of the IT Service desk within the organization. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+/ N+ Service desk, ITIL or related certificates will be advantageous. A valid South Africa Driver's license.
<u>DUTIES</u>	:	Ensure the GDE IT Service Desk provides efficient first line IT technical support and call logging to all GDE corporate and GDE school users. Ensure the GDE IT Service desk team adheres to the GDE IT Incident Management processes and is recorded and managed via the ITSM tool. Report and follow up on unresolved and delayed incidents and requests to ensure service delivery target are met. Implement and ensure 3rd party relations and processes are adhered to from the GDE IT service desk, Ensure the adherence and implementation of relevant GDE policies. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on service desk Stats on Weekly, Monthly, quarterly, and ad hoc basis. Build a cohesive service desk team through coaching and development. Monitor and manage services delivered by the IT service desk to ensure continual service improvement.
<u>ENQUIRIES</u>	:	Ms Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 17/250</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: REFS/022646</u> Directorate: Internal Control and Compliance
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree (NQF Level 6/7) in Auditing/Accounting/ Internal Audit/ Risk Management plus a minimum

of 3 years' experience in internal control/audit/accounting and Risk management environment at a supervisory level and or at a post equivalent to salary level 8/7. Experience in internal and external audit projects will be an added advantage. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act, National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body will be an added advantage.

DUTIES

: Facilitate and conduct internal control reviews. Facilitate and perform the in-detail testing of key internal controls in the department and prepare a quarterly internal control dashboard. Conduct and supervise independent and objective assessments/reviews of internal controls, financial results, departmental processes, and adherence to compliance requirements and identify areas of weaknesses. Coordinate and conduct compliance reviews controls. Compile and maintain the compliance universe. Conduct and supervise independent and objective assessments to establish compliance to requirements to laws and regulations relevant to GDE and the Public Sector, policies and procedures. Monitor compliance with all financial laws and regulations, policies, and procedures. Compile and maintain incident register for all incidents of non-compliance identified incident. Ensure incidents of irregularity identified and financial misconducts are referred to Ethics, Fraud, and Investigation unit for investigation. Coordinate internal and external audits and liaise with the AGSA, GAS, GPT and other stakeholders. Coordinate and monitor internal and external audit processes within the department. Coordinate IT asset Loss Control in the department. Ensure and participate in the development and maintenance of policies and procedures on IT asset losses. Monitor compliance against the Asset Loss policy and report on areas of non-compliance. Manage and develop staff.

ENQUIRIES

: Ms Unity Ramasobane Tel No: (011) 355 0268

POST 17/251

: **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: REFS/022647**
Sub-Directorate: Finance and Administration

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 per annum
: Tshwane North District
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

DUTIES

: Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor or registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty

		cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.
<u>ENQUIRIES</u>	:	Ms Aluciah Malegopo Tel No: (011) 355 0268
<u>POST 17/252</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATIONS REF NO: REFS/022650</u> Directorate: External Communication and Media Liaison
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Communication/ Journalism/ Public Relations plus 3 years' experience within Communications environment at a supervisory level and or at a post equivalent to salary level 8/7. 2 years' experience in Journalism will be an added advantage. Knowledge of Public Service Act and Regulations. Communication policies and practices and Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Presentation and Policy development and research skills. A valid South African Driver's License.
<u>DUTIES</u>	:	Provide Production of Content for Publication (Content Development), Coordinate design/ layout, styles of publications. Develop, update and source photographic content for intranet/ internal platforms. Coordinate proofreading and editing of content for all Publications. Monitor and check spelling, punctuation, grammar, facts as well as advise on choice of words used for clear intended message. Coordinate the drafting of well-constructed newsletters, banners and posters. Coordinate printing and distribution of Departmental Publications. Ensure that departmental strategic publications are in line with Government Communications and Information Systems (GCIS) editorial guidelines. Facilitate the development and design of internal and external online departmental publications. Develop Communication and Publication policies, procedures and guidelines for interactive media and multimedia contents. Conduct Visuals research on acts, policies, prescripts, frameworks, procedures manuals and best practices. Supervise and develop Staff.
<u>ENQUIRIES</u>	:	Mr Jeffrey Mmope Tel No: (011) 355 0972
<u>POST 17/253</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT AND NUTRITION REF NO: REFS/022662</u> Sub-Directorate: Education Support Section: Transport and Nutrition
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gauteng East District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/ Transport Management/ Transport Economics/Food and Nutrition plus a minimum of 3 years relevant working experience within School Nutrition and Learner Transport environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Public Service Act and Regulations, report writing Employment of Educator's Act, PFMA, SASA and Gazette 31337 as amended. Knowledge of relevant Labour Relations Act and relevant legislation pertaining to Exams and Assessments Processes. Ability to maintain good working relationships. Good Communication Skills, Computer literacy, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. A valid South African driver's license.
<u>DUTIES</u>	:	Ensure the provision of National School Nutrition Programmes (NSNP). Ensure the development of school nutrition menu planning procedures and inventory accountability. Ensure the provision of nutrition education with various stakeholders to promote healthy eating and habits and healthy lifestyle to schools and communities. Ensure provision of School Nutrition and Learner Transport administrative services. Ensure that schools comply with the

development of and maintenance of cycle menus and production records in accordance with all departmental regulations and mandated. Enforce hygienic and food safety standards in line with School Occupational Health and Safety to improve the quality of nutrition services provide. Ensure that service providers (bus operators) comply with the relevant transport statutory requirements in accordance with all National and Provincial regulations and mandates. Monitor and evaluate the implementation of National School Nutrition and Learner Transport Grant Programmes. Ensure compliance with the reporting requirement and guidelines of the Nation School Nutrition and Learner Transport Programmes. Ensure provisioning of National Scholar Transport Programme (NSTP). Ensure Learner Transport programme is implemented at schools according to the set objectives. Facilitate the provision of various bus/ transport routes for Learners qualifying for the Scholar Transport programme. Development and implementation of School Nutrition and Learner Transport policies, procedures and guidelines. Ensure the implementation of School Nutrition and Learner Transport provincial and departmental framework. Supervision of staff.

ENQUIRIES : Mr Mpho Leotlela Tel No: (011) 736 0717 (GE)

POST 17/254 : **LEGAL ADMIN OFFICER MR5 REF NO: REFS/022623**
Directorate: Legal Services

SALARY : R464 634 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Degree in LLB plus minimum of 8 years post-qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

DUTIES : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation on behalf of the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Monitor reviews of the law. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.

ENQUIRIES : Ms Agnes Muthelo Tel No: (011) 355 1182

PROVINCIAL TREASURY

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

APPLICATIONS : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached.

CLOSING DATE : 09 June 2025 @00:00 midnight

NOTE : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign

qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

OTHER POSTS

<u>POST 17/255</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (PUBLIC PRIVATE PARTNERSHIP) REF NO: REFS/022600</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) Johannesburg A three-year tertiary qualification NQF level 7 as recognised by SAQA in Finance/ Commerce/ Economics/ Built Environment/ Law/ Public Management. 3-5 years' experience at Junior Management level in PPP's Infrastructure/ Law/ Commerce/ Project Management.
<u>DUTIES</u>	:	To manage the implementation of Municipal and Provincial Public Private Partnership (PPP) infrastructure projects. Monitor compliance with relevant regulations governing Public Private Partnership (PPP)'s. Provide technical support and advice for PPP Infrastructure projects. Analyse restructuring projects and feasibility studies for non-core functional services. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential PPP infrastructure projects. Provide support to conventional and other infrastructure initiatives. Provide support to management on Ad-hoc related projects and tasks. Render the following additional support to the Directorate: Project and administrative support, budget and procurement support, risk management, monitoring and evaluation, supervisory and management of staff (where applicable)
<u>ENQUIRIES</u>	:	Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za
<u>POST 17/256</u>	:	<u>SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/022601 (X2 POSTS)</u> Directorate: Financial Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (plus benefits) Johannesburg Relevant three-year tertiary qualification, e.g., National Diploma/ Degree (NQF level 6) as recognized by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP MM, and SRM) systems, Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems. Knowledge of SAP and SRM. Understanding of the PFMA, Treasury Regulations, and relevant legislations.
<u>DUTIES</u>	:	Log and close calls on the ITSM call logging platform upon query resolution. Provide timely system support for all GPG Departments and Trading entities end-users across various applications. Managing incoming requests and incidents efficiently. Resolve customer queries within one day and escalate technical issues as needed. Provide Departments with monthly PO status reports. Handle purchase order inquiries and monitor outstanding open POs. Manage user Access Management cycle in the procurement system including password resets and verify users' line managers in GRC. Assist users in creating their profiles on SAP MM and SRM and making sure that the correct

profile is assigned. Update access forms if needed and forward completed forms to e-Gov SAP HR for the correct line manager to be updated. Escalate user profile terminations to SAP.AUTHS. Provide transversal system training to all Users of SAP MM and SRM. Assist with creating scheduled users for online or MS Teams training and support them during training. Assist users in navigating the correct training on the online system. Prepare training materials for users. Update training manuals after the enhancement of the systems. Support Project Management administration and automation of Transversal systems including procurement project rollouts and inventory management activities. Assist in enhancing GRC self-service functions for ESS users. Participate in testing new system enhancements and ensuring completion and submission of test scripts. Additionally, contribute to the automation of RLSOI and Smart forms to all GPG departments and Trading entities that use SAP and SRM for the Procure to Pay processes

ENQUIRIES

: Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za

POST 17/257

: **SENIOR PRACTITIONER: FINANCIAL INFORMATION MANAGEMENT**
SYSTEM REF NO: REFS/022602
 Directorate: Financial Governance

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum, (plus benefits)
 : Johannesburg
 : A three-year tertiary qualification National Diploma or Degree (As recognised by SAQA) in Information Technology/Financial Information Management Systems/ Financial management or Accounting. 2-3 years' experience in system support and support processes. Knowledge of public sector financial systems. (BAS, PERSAL, SAP). Proven ability to understand and use the functionality of the system. Customer care experience. Sound knowledge and understanding of the financial administration in the public sector. Advanced experience in the use of the following applications: MS Excel, MS PowerPoint, MS Word, MS Access, MS Project, SAP Certification Additional, Experience in the supervision of subordinates will be advantageous (preferred).

DUTIES

: Bas System. Render a support service to all provincial BAS users. Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all BAS processes. Perform BAS System Controller functions. Building capacity of BAS users. Building capacity of BAS users. SAP System. Render a support service to all provincial Departments on SAP R3. Building capacity of SAP system-end users. Co-ordinate, implement and maintain SAP at sites. PERSAL System – Finance. Render advisory and support services to all GPG Departments on PERSAL System. Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes. Building capacity of PERSAL system-end users. Perform PERSAL System Controller functions. Render advisory and support services to all GPG Departments on Business Intelligence Systems and all In-house developed systems. Scoa Maintenance.

ENQUIRIES

: Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za