

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

<u>APPLICATIONS</u>	:	To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and NB: For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply).
<u>FOR ATTENTION</u>	:	Ms. Gugu Nevondo at 072 904 1694 – Recruitment
<u>CLOSING DATE</u>	:	13 June 2025, 16h00. No late applications will be considered.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the NEW Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Applications with the OLD Z.83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture, Rural Development and Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.
MANAGEMENT ECHELON		
<u>POST 18/101</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: REFS/022709</u>
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management. CA qualification will be an added advantage. 5 years proven experience in a senior managerial position. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Must be in possession of a valid Code 08 driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	Ensure effective compilation of accurate financial statements. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Ensure that internal procedures and control measures are in place. Compile an accurate departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Provide value adding report to management and external stakeholders timeously. Monitor the operation of accounting systems, controls and procedures to ensure the integrity of financial information and administration. Monitor the provision of financial reporting processes and provide recommendations and advise to address significant variances. Ensure proper financial reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations, DoRA, etc. Provide and oversee the overall management and monitoring

regarding supply chain compliance. Manage the provisioning of asset management services. Manage the provisioning of logistical and transport services. Manage and facilitate the demand, acquisition and contract management. Manage and conduct compliance Audit. Coordinate and facilitate forensic investigation. Facilitate the conducting of performance Audits. Provide support service to the internal Audit committee. Follow up on the Audits queries. Research and keep abreast of practice initiatives and developments within the directorate. Develop business/strategic plan for the directorate and align it with the Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the Chief Directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the Chief Directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the Chief Directorate.

ENQUIRIES

: Ms. Gugu Nevondo; at 072 904 1694

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 Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp
Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini TEL: (011) 660-4581,

District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Mr. Sipho Zonele Tel No: (011) 389 6062

CLOSING DATE

: 13 June 2025

NOTE

: It is our intention to promote representatively (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 initialed 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, initialed, 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. 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.

ERRATUM: Please note that the post of Legal Admin Officer (MR5) with Ref No: REFS/022623 which was advertised in Public Service Vacancy Circular 17 dated 23 May 2025, in the Legal Services Directorate, Centre: Head Office, Johannesburg. The salary should have been advertised as R464 634 - R1 111 323 per annum (salary to be determined in accordance with experience as per OSD determination).

MANAGEMENT ECHOLON

<u>POST 18/102</u>	:	<u>DEPUTY DIRECTOR-GENERAL: EDUCATION SUPPORT REF NO: REFS/022694</u> Branch: Education Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY</u>	:	R1 741 770 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 as recognised by SAQA plus a minimum of 8 years' experience at a Senior Managerial level within an education environment. Proven management skills in education management or similar. Extensive working knowledge of public sector, particular in education sphere, Education prescripts, Public Finance Management Act, Public Service Regulation. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African drivers' license is essential.
<u>DUTIES</u>	:	Provide strategic leadership and oversee the management and coordination of GDE infrastructure facilities and school infrastructure delivery, scholar transport, nutrition, security & safe school support services. Oversee, manage, and ensure implementation of GDE corporate infrastructure facilities and school infrastructure delivery, national school nutrition, scholar transport and safe school services. Provide strategic leadership and oversee the provision of social support services to institutions and stakeholder services. Oversee, manage, and ensure the improvement of institutions performance. Oversee, manage, and promote learner psycho-social support services, school sport and extra-curricular programmes. Provide strategic leadership and manage infrastructure and operation support services. Oversee, manage, and ensure the implementation of infrastructure planning services, day-to-day routine, and preventative maintenance projects. Promote internal and external stakeholder relationships. Represent the department in all relevant committees and forums. Build and maintain internal and external networks with Branch Heads, Senior Managers, and service providers to ensure relevance and credibility of the Branch services. Manage and maintain effective stakeholder engagement. Manage resources of the Branch. Ensure the development and implementation of procurement and operational plan for the Branch. Monitor and ensure control of budget & expenditure of the branch in line with the relevant legislation. Oversee the identification of risks within the Branch and implementation of mitigation thereof. Develop monitoring & evaluation mechanisms for the implementation of Policies and procedures in the department and ensure the maintenance thereof.
<u>ENQUIRIES</u>	:	Mr. Hector Tsosane Tel No: (011) 843 6533
<u>POST 18/103</u>	:	<u>CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (EKURHULENI REGION) REF NO: REFS/022699</u> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<u>SALARY</u>	:	R1 436 022 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
<u>DUTIES</u>	:	To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the districts organisational structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Support, monitor and manage District operations. Consolidate District Reports for the Region as and when required. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the district performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Support, Manage and Monitor School governance and training of professional staff, Registration and de – registration of schools and

Determination of school norms and standards. Ensure standards of performance in districts under the region. Lead programmes and interventions to improve the quality of learning. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

POST 18/104 : **CHIEF DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: REFS/022700**
Branch: Strategic Planning and Systems
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 436 022 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Bachelor's degree, Advanced Diploma or B-Tech (NQF7) in Public Management, Public Administration/ Education/ Research/ Economics with at least a minimum of 5 years senior management experience in planning, policy or education information and any other appropriate experience. Superior understanding of Education Planning. Extensive knowledge of education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work. Demonstrable understanding of contemporary practice of education planning in south Africa. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.

DUTIES : Manage the provision of integrated planning and education management information systems (EMIS). Manage EMIS and data collection initiatives in support of departmental strategy, planning and accountability processes. Provide technical and strategic leadership on data quality assurance strategies and monitor the systems in place to generate high quality data. Manage the development and alignment of education plans, policies, and budgets. Manage the development and implementation of the educational development plan. Manage the development of departmental strategic plan, annual plan, operational planning, and other related documents and/instrument. Provide guidance on development and maintenance of the departmental planning agenda. Providing strategic direction and leadership in the management and coordination of performance information related to service delivery in the province. Facilitate processes to analyse performance reports and identify relevant education service delivery barriers. Oversee the promotion and strengthening of partnership support on the strategic priorities of the department. Manage and coordinate partnerships programmes departmentally with the office of the premier as well as international partners. Oversee the development of Memorandum of Understanding (MOU) between the department and partners. Provide transparent, accountable, and coherent governance for the whole of GDE between the stakeholders. Manage the policy alignment, development, and implementation. Manage the coordination of National and Provincial Parliamentary questions, compilation and submission of responses to parliamentary questions to DBE/Gauteng legislature.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

POST 18/105 : **CHIEF DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: REFS/022702**
Branch: Office of the HOD
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 436 022 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Accounting/Auditing and Risk Management. At least 5 years' experience at a Senior Management level in a Risk /Audit/ Financial Management and any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Extensive Knowledge of public sector, PFMA and Treasury Regulations; PSRF (Public Service Regulatory Framework), Risk Management Framework and Practices, General Recognised Accounting Principles; GAAP; Risk and Financial Analysis; financial management and provisioning administration. Sound working knowledge of the legislative requirements relating to ERM. Competencies: Superior understanding of Integrated Risk Management principles and practices such as Corporate Governance (King IV), Code of Ethics and their incorporation into various business processes. Good communications skills (verbal and written), Interpersonal management, presentation skills, problem-solving, strong analytical, strategic ability, and conflict management skills. Valid South African driver's license is essential.

DUTIES : To ensure the development and the implementation of an Annual Risk Assessment Plan for the Department. Analyse Auditor General Reports and the risk management profiles of the Gauteng Department of Education (GDE) and institutions with a view to develop the Annual Assurance

Assessment Plan. Review accounting and management processes and systems to identify high risk areas. Monitor and evaluate the impact made with the implementation of recommended corrective actions following risk assessment profiling exercises. Identify transversal development needs regarding risk management practices for the GDE and make recommendations to address such developmental needs. Ensure the development and revision of the Departmental Risk Management and internal control strategies, frameworks, methodologies, policies, reporting, monitoring and evaluation mechanisms. Ensure common understanding on the transversal Departmental risk management matters as per the provincial and national risk management framework with relevant stakeholders. Develop and revise the risk management strategies and frameworks in line with the provincial and national risk management framework. Ensure the development of new methodologies, policies, procedures manual and best practices relating to risk management and internal controls. Ensure approval of the risk management strategies, framework, policies, methodologies, etc. Ensure the development of monitoring and evaluation mechanisms. Facilitate processes to conduct forensic audits in high-risk areas and components where fraudulent activities are suspected. Ability to design and implement internal systems, policies and controls to ensure sound management. Provide risk anti-corruption and integrity management services. Based on the findings of audit processes identify areas requiring forensic auditing and develop a Forensic Audit Plan. Perform benchmarks on risk mitigation strategies and provide advice on improvement. Ensure the effective and efficient management of resources.

ENQUIRIES

: Mr. Hector Tsosane Tel No: (011) 843 6533

POST 18/106

: **DIRECTOR: IT SERVICE MANAGEMENT REF NO: REFS/022704**
Chief Directorate: Corporate Information Technology and Management
(5 Years Fixed Term Contract Performance Based)

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years' middle/ senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance, IT Security and IT Disaster Recovery. Ability to manage the service delivery of ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, Persal, SAP etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. COMPETENCIES: Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning and organising skills. Valid South African driver's license is essential.

DUTIES

: Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the delivery service through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

ENQUIRIES

: Ms. Winny Radzilani Tel. No: (011) 843 6540

POST 18/107

: **DISTRICT DIRECTOR: JOHANNESBURG EAST REF NO: REFS/022706**
Chief Directorate: District Operations Management (Johannesburg Region)
(5 Years Fixed Term Contract Performance Based)

SALARY
CENTRE

: R1 216 824 per annum, (an all-inclusive package)
: Johannesburg East District

<u>REQUIREMENTS</u>	:	An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
<u>DUTIES</u>	:	Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. education support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Lead programmes and interventions to improve the quality of learning. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 18/108</u>	:	<u>DIRECTOR: SECURITY SERVICE & SAFE SCHOOL MANAGEMENT REF NO: REFS/022701</u> Chief Directorate: School Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Advanced Diploma/ B-Tech/Degree (NQF7) in Occupational Health and Safety Management/ Security Risk Management/ Disaster Management/ Environmental Management or related equivalent qualification with at least a minimum of 5 years middle/ senior management experience in Safety and Security Management environment. Knowledge of Minimum Information Security Standards and its interpretation. Project Management and understanding of Security Standards and its interpretation in the Public Service. Protection of Children Act, OHS Act. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
<u>DUTIES</u>	:	To manage security services of the Department. Develop and implement security policies based on Minimum Information Security Standards and Minimum Physical Security Standards. Plan, develop and Implement security plans, Security programs such as Emergency Response and Crisis Management. Physical Security Information Protection, Incident management and / or investigation. Manage the development and implementation of vetting and security screening, policies guidelines and procedures. Develop guidelines for managing access control to the Department. Manage information security. Oversee the development of Occupational Health and Safety measures and compliance protocols by schools. Oversee and implement of security and safety awareness and challenges at schools within the responsible district. Oversee the development and implementation of the approved Security and Safe School Management policies, procedures and guidelines. Manage the compilation and dissemination of departmental School Occupational Health and Safety norms and standards Safety Health Environment (SHE); School Occupational Health and Safety norms and standards Hazard Identification and Risk Assessment (HIRA).
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540

OTHER POSTS

<u>POST 18/109</u>	:	<u>DEPUTY DIRECTOR: OFFICE MANAGER REF NO: REFS/022705</u> Office of the DDG: Curriculum Management and Delivery
<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 Level 6/7) in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 3 years' experience in general administration at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within

administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. A valid South African Driver's license.

DUTIES : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the DDG. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the DDG. Co-ordinate, follow-up and compile reports of a transverse nature for the DDG. Advise / sensitize the DDG on reports to be submitted. Be able to track AG Matters, queries and documents between office of the HOD and MEC Compile presentations for the DDG. Provide support to the DDG. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant DDG. Manage Performance Management of staff and general support services in the office of the DDG. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the DDG. Manage the resources of the Office of the DDG. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

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

POST 18/110 : **PERSONAL ASSISTANT (X9 POSTS)**
Branch: Curriculum Management and Delivery Ref No: REFS/022692
Chief Directorate: Corporate Finance Ref No: REFS/022696
Directorate: HRTS (Cluster C) Ref No: REFS/022691
Directorate: Examination Management Ref No: REFS/022693
Directorate: Collective Bargaining Ref No: REFS/022690
Directorate: e-Learning Ref No: REFS/022695
Directorate: Recruitment and Selection Ref No: REFS/022688
Directorate: Legal Services Ref No: REFS/022698
Directorate: Monitoring and Evaluation Ref No: REFS/022733

SALARY : R325 101 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the office budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Senior Manager.

ENQUIRIES : Ms. Tlaleng Ngubeni Tel. No: (011) 843 6544

POST 18/111 : **PERSONAL ASSISTANT (X2 POSTS)**
Sub directorate: Head of the District

SALARY : R325 101 per annum
CENTRE : Gauteng West District Ref No: REFS/022689
Ekurhuleni South District Ref No REFS/022697

REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and

	independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the office budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Senior Manager.
<u>ENQUIRIES</u>	: Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Mr. Sipho Zonele Tel No: (011) 389 6062 (ES District)

DEPARTMENT OF e-GOVERNMENT

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

<u>APPLICATIONS</u>	: All applications should be submitted online at: www.jobs.gauteng.gov.za
<u>CLOSING DATE</u>	: 13 June 2025
<u>NOTE</u>	: Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full, and page 2 duly signed. A clear indication of the post and reference number that is being applied must be indicated on your Z83. Applications should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of certificates; only shortlisted candidates will be required to submit copies of certificates. Failure to submit the above information will result in the application not being considered and deemed a regret. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za . Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned post.

MANAGEMENT ECHELON

<u>POST 18/112</u>	: <u>DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/022719</u> Branch: ICT
<u>SALARY</u>	: R1 741 770 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: Qualification in Information Technology at NQF level 8 as recognised by the SAQA. A master's degree in business administration or information technology field would be advantageous. 8 years' experience at a senior managerial level in the ICT environment. Large scale project management experience. Extensive experience in a volume driven processing Centre environment will be an advantage. Nyukela pre-entry certificate into the Senior Management Services. Driver's license.
<u>DUTIES</u>	: To oversee the provision of information communication technology support services within the GPG Departments. Ensure the development and implementation of ICT programs and applications to support the GPG departments. Ensure the provision of integrated information support to the GPG. Ensure the implementation of ERP solutions support to the GPG. Ensure that GPG departments use all forms of ICT to enhance operations and accelerated service delivery. Provide technical expertise within the Department and GPG department. Ensure that

the information security governance and compliance is maintained within GPG. Ensure the management of ICT infrastructure and operations. Ensure maintenance of ICT infrastructure and operations within GPG to prevent disruption. Ensure that the GPG department's ICT systems are supported. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Business unit, and of the resources employed by it. Provide guidelines on technology standards and norms set. Ensure guidelines on technology standards are approved, implemented, and maintained. Ensure that the ICT infrastructure architecture is designed and implemented. Ensure the appropriate upgrade of infrastructure architecture design. Prepare Annual and adjustment budgets for the business unit. Ensure efficient, economic, and effective control and management of the business unit's budget and expenditure. Oversee control of business unit's budgeting and expenditure process in-line with strategic objectives and relevant legislation. Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Oversee and ensure provision of coaching, disciplining, and mentoring of staff to improve performance. Oversee the management, maintenance, and safekeeping of the business unit's assets. Manage leave in the business unit. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

ENQUIRIES

: Oscar Baloyi at 066 486 5508

POST 18/113

: **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: REFS/022716**
Branch: CFO

SALARY CENTRE

: R1 436 022 per annum, (all-inclusive remunerative package)
Johannesburg

REQUIREMENTS

: Qualification in Financial Management /Accounting Management/Supply Chain Management at NQF level 7 as recognized by SAQA. Post graduate qualification would be an added advantage. 5 years of experience at a senior managerial level in the financial management field. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector. Nyukela pre-entry certificate into Senior Management Services. Driver's license.

DUTIES

: To oversee the management and provision of financial management within the Department. Oversee the Financial Accounting: Ensure accurate compilation of departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Prepare Annual and Adjustment Budgets for the Department. Ensure efficient, economic, and effective control and management of budget and expenditure. Prepare reports to the Head of Department on all aspects of the departments' finances. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Oversee Financial Reporting. Oversee Revenue Management. Oversee management accounting: - Oversee the establishment and implementation of sound, effective and efficient Management Accounting systems in line with PFMA, Treasury Regulations and other regulatory frameworks. Oversee the management of Departmental Budget and budgeting systems and cycles in line with Departmental Strategic Plan, Annual Performance Plans and Operational Plans. Oversee the virements, rollovers and adjustments to Departmental annual budgets. Oversee the management of cash flows and budget forecasting based on Departmental Programmes: goals and objectives. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Oversee the preparation and submission of Departmental Oversight Financial Reports to Provincial Legislature, Provincial Treasury. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the alignment of Departmental Tender and Contract, Procurement and Asset Management Plan to Strategic Plan. Allocate budget on Departmental Tender and Contract, Procurement and Asset Management Plans. Ensure management, maintenance, and safekeeping of the Department's assets. Ensure that the correct tender and procurement procedures are adhered to. Manage and provide internal control services. Coordinate the implementation of audit recommendations. Provide financial systems and support services. Establish an integrated internal control system (including policies). Establish a delegation's framework. Facilitate assurance services. Retain financial information. Manage and facilitate monitoring and evaluation of departmental budget. Ensure compliance to accounting standards, regulations, and internal control. Provide strategic direction support the HOD and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Advise the HOD pertaining to matters that have strategic and financial implications. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Provide additional information on activities, processes,

procedures, and requirements to comply with the determinations of the PFMA is set out in Appendix B. Facilitate the implementation of national norms and standards where applicable. Review and approve policies, standards, and guidelines for the E-GOV's Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Provide direction to the Business Continuity, infrastructure, and support teams. Manage resources (human, financial, equipment/assets). Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Manage performance of staff and ensure assessment of their performance. Consolidate and manage budget of the chief directorate. Authorize, control, and monitor budget and expenditure. Ensure leave management in the chief directorate. Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

ENQUIRIES

: Oscar BaloyiTel No: (066 486 5508)

POST 18/114

: **CHIEF DIRECTOR: HUMAN RESOURCE SERVICES REF NO: REFS/022717**

Branch: Human Resource Services

SALARY

: R1 436 022 per annum, (all-inclusive remunerative package)

CENTRE

: Johannesburg

REQUIREMENTS

: Qualification in Human Resource at NQF level 7 as recognised by the SAQA. 5 years of experience at a senior managerial level. Nyukela pre-entry certificate into Senior Management Services. Driver's license.

DUTIES

: Oversee the provision of HR information management and policy development services to the GPG. Ensure compilation and interpretation of Condition of Services Quarterly/ Annual statistics and reports. Ensure the implementation and maintenance of accurate of Human Resource Establishment. Ensure that the HR policies, standards and guidelines for the HR management reports from PERSAL – for GPG are reviewed and approved. Oversee the safeguarding and enforcement of Personnel records safety and confidentiality in line with Protection of Personal Information (POPI) Act. Oversee the management of Injury on duty services. Ensure that IOD gaps are identified, investigated and propose corrective measures. Monitor and ensure that IOD cases and transactions are approved. Monitor and ensure that Injury on Duty (IOD) processes are compliant with COIDA standard. Oversee the provision of human resource conditions of service for all GPG Departments. Ensure effective and efficient transactional services on the conditions of service to the departmental employees as follows: Appointments and Termination of employee services, Transfer, Long Services, Severance package benefits to employees, Housing allowance and Leave management. Manage the development of Human Resource Administration Policies, Procedures and Guidelines. Ensure continuous reporting of audit findings relating to the correct interpretation and implementation of Incapacity Leave and Ill-health to the Senior Managers. Oversee the provision of debt collection service within GPG. Ensure that the debts owed to the departments are recovered. Oversee the performance of the appointed Service Providers in terms of the recovery of the debt over the contract period. Ensure that cases handed over to legal are monitored, and payment of all undisputed invoices within 30 (thirty) days of receipt. Ensure collection targets set by the department are met, ensure that monthly and quarterly reports such as monthly quotas or recovery rates are reported. Oversee the administration of the GPG wide payroll services. Manage approval and authorization of calculated salary and related allowance and deductions due to all affected GPG employees. Oversee payroll administration policies and procedures are in conjunction to Departmental policies and procedures and are compliant with PFMA/Treasury Regulations. Provide Leadership and manage resources. Build and lead a high-performing team by providing guidance, mentorship, and professional development opportunities. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives. Foster a collaborative and inclusive work environment that encourages teamwork and continuous learning. Manage all resources, including budget, in terms of the PFMA. Manage and promote the maintenance of discipline within the Business unit. Attributes: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

ENQUIRIES

: Oscar Baloyi at 066 486 5508