

		SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 31/178</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION</u></b> <b><u>REF NO: REFS/023288</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package), which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg) Office of the MEC
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Office Administrations or equivalent qualification in administration. 3-5 years administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Valid driver's license (code B). Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating, workflow coordination, strategic capability & leadership, programme and project management, financial Management, problem solving & analysis, people management and Empowerment, Governances. A valid driver's license is required.
<b><u>DUTIES</u></b>	:	Provide administrative support and receptionist services in the office of the executive authority. Provide registry support services in the office of the executive authority. Provide messenger and driver services in the office of the executive authority. Provide logistical support for meetings to the executive authority.
<b><u>ENQUIRIES</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 31/179</u></b>	:	<b><u>TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A REF NO: REFS/023287</u></b>
<b><u>SALARY</u></b>	:	R761 157 - R1 144 008 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.
<b><u>DUTIES</u></b>	:	Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Town Planning inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different