

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER**

MANAGEMENT ECHELON

- POST 06/38** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SOCIAL DEVELOPMENT. REF NO: HOD/SD/2025**
This is a re-advertisement; applicants who applied previously are encouraged not to apply. (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 259 984 - R2 545 854 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg, Gauteng
- REQUIREMENTS** : A relevant qualification in Social Work, Social Studies, Public Management, Business Administration or in a related field at NQF level 8 as recognized by South African Qualifications Authority (SAQA). Ten (10) years' experience at Senior Management level. Key Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, Strategic leadership, change management and project management skills, service delivery innovation, Compliance with the Public Service Act and regulations, legislation and regulations governing social issues, as well as the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent coordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. The ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Overseeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic output of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Enhancing universal access to resource for migrants, minorities, and other disadvantaged groups, implementing the accelerated Transformation Strategy, Implementing programmes to provide support to victims of crime ,Strengthening efforts to combat drug and alcohol abuse and implementing targeted interventions in hotspots, provision of integrated community care-based programmes, Enhance social protection to those in greatest need, including older persons and vulnerable groups, Enhancing sustainable livelihoods through the expansion of social cooperatives ,war on poverty interventions, welfare to work programme, income generating and skills development programmes (including community development interventions), Creating opportunities for access to information, programmes and knowledge through education.
- ENQUIRIES** : Ms Pange Radebe: Tel No: (011) 298 5632/ 066 315 6970
- APPLICATIONS** : should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
- NOTE** : Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications

Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the, New Application Form (Z83), found on www.dpsa.gov.za. 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 by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 07 March 2025

POST 06/39

: **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD/GDARD/2025**

This is a re-advertisement; applicants who applied previously are encouraged to apply. (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY

: R2 259 984 – R2 545 854 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.

CENTRE

: Johannesburg

REQUIREMENTS

: A relevant qualification in Agricultural Science / Economics / Veterinary Services / Rural Development or in a related field at NQF level 8 as recognized by South African Qualifications Authority (SAQA). Ten (10) years' experience at Senior Managerial level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

DUTIES

: Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld, Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. He/she must further ensure that the Gauteng Department of Agriculture and Rural Development provide visionary leadership to radically modernise and transform the agri-food value chain, ensure the provision of agriculture

development services; ensure access to and inclusive participation in commercial agri-food value chain and agro-processing; the provision of veterinary services; promote food security; promoting/contributing/stimulating integrated rural and urban development; and promoting the One Health System.

**ENQUIRIES
APPLICATIONS**

: Ms Pange Radebe: Tel No: (011) 298 5632/066 315 6970
: Should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTES

: Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za. 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 by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 07 March 2025

GAUTENG DEPARTMENT OF ROADS AND TRANSPORT

**CLOSING DATE
NOTE**

: 28 February 2025
: In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on 0113557521/ 0113559088. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

<u>POST 06/40</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: REFS/022152 (02 POSTS)</u> Sub-Directorate: Internal Control
<u>SALARY</u>	:	R444 036.per annum (level 9) (Plus Benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelors degree (equivalent to NQF 7) in Auditing/Accounting/Internal audit/Risk Management. Minimum of 3-5 years' experience in risk management/auditing. Of which 2 years must be at a supervisory level. Knowledge of: GPG and GPDRT policies and procedures; Relevant legislation and Public Service Regulations; Public Finance Management Act; National and Provincial Treasury regulations; Internal control tools and techniques; Public service anti -corruption strategy and anti - corruption and fraud prevention measures; Principles and practice of financial accounting; Accounting and auditing standards; Supply Chain Management Acts and Regulation. Skills and Competencies: Client orientation and customer focus; People management and empowerment; Service delivery innovation; Problem solving and analysis; Research; Reporting writing; Presentation skills; Use of analytical tools; Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Develop action plans in response to external audit recommendations; Monitor the implementation of such plans; Conduct internal control assessments; Analyse and document areas of risk and mitigating plans; Compile reports; Analyse existing policies and procedures; Conduct research, develop, and implement internal policies and procedures; Review compiled financial information to provide assurance; Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department.
<u>ENQUIRIES</u>	:	Ms. M Makhetha, Tel no: (011) 355 7521
<u>POST 06/41</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: REFS/022153 (02 POSTS)</u> Sub-Directorate: Internal Control
<u>SALARY</u>	:	R308 154 per annum (Level 7) (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A 3-year National Diploma (NQF Level 6 equivalent) in Auditing/Accounting/Internal audit/Risk Management. Minimum of 1-2 years' experience in risk management/auditing. Knowledge of: GPG and GPDRT policies and procedures; Relevant legislation and Public Service Regulations; Public Finance Management Act; National and Provincial Treasury regulations; Internal control tools and techniques; Public service anti-corruption strategy and anti-corruption and fraud prevention measures; Principles and practice of financial accounting; Accounting and auditing standards; Supply Chain Management Acts and Regulation. Skills and Competencies: Client orientation and customer focus; People management and empowerment; Service delivery innovation; Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Coordinate the implementation of audit recommendations; Conduct internal control assessments; Analyse and documents areas of potential risks and mitigations factors within the department; Conduct statistical analysis to quantify internal control deficiencies for each business unit within the department; Develop, implement and maintenance plan internal control strategies and procedures; Develop internal control profile on the significant risk exposures for the department; Compile findings reports on the identified internal control deficiencies and make recommendations; Coordinate compliance monitoring in relation to policies, processes and procedures; Compile financial information to provide assurance; Review financial information prior to submission to GPT; Review all SCM compliance; Support in facilitating the annual AGSA audit process; Provide Administrative support to the unit.
<u>ENQUIRIES</u>	:	Ms. M Makhetha, Tel no: (011) 355 7521