

**PROVINCIAL ADMINISTRATION: GAUTENG
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 must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted online at: Jobs.gpt@gauteng.gov.za or <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. 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
- CLOSING DATE** : 25 November 2024 @00:00 midnight
- NOTE** : Applications must be submitted on new 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). 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 at 01 January 2021.

OTHER POSTS

- POST 41/77** : **GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: 13/5/4**
Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract.
- SALARY** : GPG Audit Committee Members will be remunerated in accordance with DPSA consultant fees. Members will be remunerated for preparation and attendance of meetings.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An NQF 8 qualification as recognised by the SAQA. Minimum of 8 years' Senior/ Executive Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as

- an advantage. required attributes and skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.
- DUTIES** : Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal, external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity.
- ENQUIRIES** : Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala at 082 256 0860/ 076 922 5773
- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV and only shortlisted candidates will submit certified documents. Applications for this position only should be emailed to Mohale.Ramahlo@gauteng.gov.za
- POST 41/78** : **ASSISTANT DIRECTOR: BAS AND PERSAL APPLICATION REF NO: REFS/021826**
Directorate: Financial Governance
This is a re-advertisement. Applicants who have previously applied need not to re-apply as their applications will be considered.
- SALARY** : R444 036 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. PERSAL Certificates. Skills Development Facilitator (SDF) Certificate. 3 years' user support experience in an PERSAL environment. PERSAL system controller.
- DUTIES** : Provide comprehensive support services to Provincial PERSAL Users, including offering guidance on system amendments and departmental table creation/amendment for GPG departments and entities. Provide PERSAL Helpdesk support to address user inquiries and issues effectively. Manage and maintenance of departmental tables such as link codes and pay points (Table 800 onwards) within Provincial Departments to ensure proper usage. Analyse PERSAL System data and prepare reports for GPG departments. Manage System Control Changes (SCC) on behalf of Provincial Departments, including evaluation, registration, and follow-up. Facilitate capacity-building initiatives within Provincial Departments to optimize PERSAL System utilization. Handle administrative tasks related to PERSAL training, including curriculum development, material preparation, and course coordination. Participate in National PERSAL User Forums and provide feedback at Provincial PERSAL user forums as necessary. Disseminate important PERSAL messages and notices to users at monthly Provincial PERSAL User Forums. Provide feedback on the effectiveness of PERSAL training when requested. Provide support and resolutions and participate in new developments and situational analyses of PERSAL System data during Provincial PERSAL User Forums. Manage human resources and contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle.
- ENQUIRIES** : Mr. Teneko Bangelo – email: teneko.bangelo@gauteng.gov.za
- POST 41/79** : **ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: REFS/021843**
Directorate: Financial Governance
This is a re-advertisement. Applicants who have previously applied need not to re-apply as their applications will be considered.
- SALARY** : R444 036 per annum, (plus benefits)
- CENTRE** : Johannesburg

- REQUIREMENTS** : A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. 3 years' user support experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts.
- DUTIES** : Oversee and monitor the management of internal controls in line with the ERP system standards. Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Review and implement business processes for procurement and inventory management. Identify and lead the implementation of new reforms. Oversee the rollout of inventory management in the province. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system. Oversee User support and problem resolutions on the support queries across all SAP modules. Manage the development of the operational plan and risk registers for the business unit and report on implementation progress. Manage human resources and contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle.
- ENQUIRIES** : Mr. Teneko Bangelo e-mail: teneko.bangelo@gauteng.gov.za

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>
- CLOSING DATE** : 22 November 2024
- NOTE** : In line with the Department's employments Equity Plan, Females and People with disabilities are encouraged to apply. Only online applications will be considered and for general enquiries please contact Human Resource on 011 355 9088/ 011 355 7521. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. 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. NB: Kindly note that you are required to complete the online Z83 and also attached both the fully completed, initialed, and signed Z83 and your comprehensive CV. Failure to attach the Z83 and comprehensive CV will result in your application being disqualified.

OTHER POSTS

- POST 41/80** : **TRADESMAN AID REF NO: REFS/021872 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Construction Quality Assurance
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Koedoespoort (Pretoria)
- REQUIREMENTS** : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related experience. Lab experience and Computer literacy will be an added advantage.
- DUTIES** : Perform all laboratory test on road building materials according to TMH 1, TMH 5 and SANS 3001 test methods. Perform verification of all laboratory

		equipment according to ISO 17025 and keep the lab and all apparatus clean. Assist with field tests and sampling on site. Report faulty apparatus and perform tasks as specified by higher ranking officer.
<u>ENQUIRIES</u>	:	Mr. Aleck Magora Tel No: (012) 310 2334
<u>POST 41/81</u>	:	<u>GROUNDSMAN REF NO: REFS/ REFS/021877 (X2 POSTS)</u>
		Branch: Corporate Services
		Directorate: Auxiliary Services
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02), (plus benefits)
	:	Temba DLTC (X1 Post)
	:	Mabopane DLTC (X1 Post)
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Ms. Molete Tel No: (011)355 7006, Ms. D. Tabane Tel No: (011)355 7400
<u>POST 41/82</u>	:	<u>GROUNDSMAN REF NO: REFS/021876 (X1 POST)</u>
		Branch: Corporate Services
		Directorate: Human Resources Development
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02), (plus benefits)
<u>REQUIREMENTS</u>	:	Zwartkop Academy
	:	ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Ms. N Mashaba Tel No: (010)345 0903
<u>POST 41/83</u>	:	<u>GENERAL WORKER REF NO: REFS/021875 (X1 POST)</u>
		Branch: Roads Infrastructure
		Directorate: Construction Capital Projects
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02), (plus benefits)
<u>REQUIREMENTS</u>	:	Johannesburg
	:	ABET or equivalent qualification. No previous experience required. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
<u>DUTIES</u>	:	Provision of cleaning services: Performing cleaning services of routine nature by utilizing a variety of aids throughout the designated work environment. Emptying, and cleaning of waste bins. Report broken cleaning machines and equipment's. Loading and offloading furniture, equipment and any other goods to relevant destination. Perform any other general work functions as instructed.
<u>ENQUIRIES</u>	:	Ms. V Govinden Tel No: (011) 355 9073