

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 39/59** : **OPERATIONAL MANAGER SPECIALTY REF NO: REFS/021878**  
Directorate: Nursing Department
- SALARY** : R656 964 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Orthopaedic Nursing or Trauma and Emergency Nursing and Nursing Administration qualification registered with SANC. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Orthopaedic Nursing or Trauma and Emergency Nursing after obtaining the 1-year post-basic nursing qualification. Computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilisation at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES** : Mr. GNB Moeng Tel No: (011) 488 3424  
Ms M.Maseko Tel No: (011) 488 4732
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za> Please use the reference as the subject. Alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 08.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised, it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with

disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

- CLOSING DATE** : 08 November 024
- POST 39/60** : **ASSISTANT DIRECTOR SPEECH THERAPY AND AUDIOLOGY REF NO: REFS/021879**  
Directorate: Speech Therapy and Audiology  
(Re-advertisement)
- SALARY** : R605 550 per annum, (plus benefits). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology. Registration with HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology. A minimum of 3 years' appropriate experience after registration with the HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology of which 5 years must be appropriate experience in Management. The following will be an added advantage: Understanding of the relevant Acts prescripts and legislation. Relevant experience in Human Resources and financial management. Demonstrate the ability to use Health information for planning and development in line with the vision and mission of the department of health as well as the institution. The applicant must possess the ability to work under pressure, be able to lead a team to collaborate with other hospitals when needed to do so. Relevant experience in research and data analysis, a minimum of 10 years in a chief post working in an academic institution, 5 years of which should be as chief managing either the speech therapy unit (adult or paediatrics) and/or the audiology unit (adult or paediatric).
- DUTIES** : To ensure the Provision and an Efficient and Effective Service to the patient in order to achieve better health outcomes. To support the provincial initiative and projects as and when called to do so. To organize, coordinate and supervise the provision of general and specialized speech therapy and audiological service. To service and carry out/monitor student's clinical training according to the vision and mission statement of the Department of Health. To solve complex management and technical problems skillfully in the interest of efficient service provision. To authorize and control all projects relating to the improvement of service delivery in his/her area of operation, especially the issuance of appropriate assistive devices to our clients for improved quality of life. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. To ensure good ethical practice for staff, patient and the community at large. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies. To ensure that students' training complies with required competencies and outcomes. To promote and facilitate staff development programmes for capacity building and career paths. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. To ensure that the right caliber of personnel is recruited and that appointments conform to Employment Equity requirements and put in place mechanisms to recruit and retain staff. Financial Management: To ensure the practice of good quality financial management using the Public Financial Management Act (1999) to maximize service delivery through the efficient use of limited resources. To provide inputs in the decision-making and recommendations about procurement of equipment and consumables. To monitor expenditure and implement innovative methods using available financial and human resources to meet the goal. To be responsible for the safekeeping and use of state/institutional assets in the department. Operations and Strategic Management: To apply leadership and strategic management skills when planning, coordinating and implementing protocols/guidelines/standard operating procedures to streamline speech therapy and audiological services in accordance to prescribed referral patterns. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. To take calculated risks in a manner that does not jeopardize the direct interest of stakeholders. To anticipate and respond to changes in the business environment and make informed decisions under conditions of uncertainty. Be eager to participate and make inputs at institutional and provincial management meetings.
- ENQUIRIES** : Dr S Mabunda Tel No: (011) 488 4959  
Ms M Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information

on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, encouraged to apply.

**CLOSING DATE** : 08 November 2024

#### **OFFICE OF OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply.***

**APPLICATIONS** : Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za)) and on [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za)  
**CLOSING DATE** : 15 November 2024

**NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) ONLY and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only and will be required to submit their certified copies of qualifications and ID 2 days before the interviews. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. 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 conclude an annual perform agreement within three (3) months upon commencement of duty. 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. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered 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> Prospective candidates will not be employed without this certificate.

#### **MANAGEMENT ECHELON**

**POST 39/61** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/021772**  
 Branch: Corporate Management

**SALARY** : R1 436 022 – R1 691 559 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : An undergraduate NQF level 7 Bachelor's degree in Public Administration or related field. A post graduate qualification in Strategy, Monitoring and Evaluation or equivalent will be an added advantage. A minimum of 5 years' experience at the Senior Management level in the public-sector environment. A good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Competencies: Demonstrable advanced strategic planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills; good financial, human resource management and other management skills. Customer management, Problem solving, Analytical, Good Communication

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|                            |   | and Policy analysis. Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.  |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier's strategic planning framework; including the following: Five-year strategic plan, and three-year annual performance plan. Provide strategic and operational support and advice to the Director-General and the Premier. Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development and coordination of a service delivery improvement plan for the Office of the Premier. Monitoring, evaluation and reporting of progress made against the implementation of the service delivery improvement plan. Reviewing and updating the service delivery improvement plan on an annual basis. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Interpret and analysis reports, coordinate and compile reports to relevant stakeholders, e.g. Legislature, OCPOL, SCOPA, MTEC, Audit Committee, EMT and BMT. Establishment, implementation, management and evaluation of an organisational performance management systems for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise changes required to the knowledge management systems. Formulate policies and procedures. Management of the Financial and Human resources of the Chief Directorate. |
| <b><u>ENQUIRES</u></b>     | : | Ms Sylvia Mtshali Tel No: (011) 355 6280  |
| <b><u>POST 39/62</u></b>   | : | <b><u>CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/021773</u></b><br>Branch: Institutional Development Support & Integrity Management  |
| <b><u>SALARY</u></b>       | : | R1 436 022 – R1 691 559 per annum, (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate undergraduate NQF level 7 qualification in the field Public Administration, Social Science, Auditing, Accounting, Anti-Corruption or Ethics Management or a related field. Certified Fraud Examiners (CFE) qualification and / relevant post graduate qualification will be an added advantage. 5 years' experience in the Senior Management position with proven managerial skills of which 3 years should have been in the public sector environment. Must have in-depth knowledge and understanding of Ethics Management. Management GPG policies and programmes and existing legislation and policy frameworks informing the scope of work. Competencies: Demonstrable advanced strategic planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills; good financial, human resource management and other management skills. Customer management, Problem solving, Analytical, Good Communication and Policy analysis. Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.  |
| <b><u>DUTIES</u></b>       | : | Develop Provincial Integrity Management Framework. and Anticorruption Policy for the Gauteng City Region (GCR). Ensure the development of vetting strategy and transversal security management policies. Develop monitoring mechanisms for managing the implementation of the integrity. Co-ordinate and provide oversight of the GCR wide integrity management. Manage stakeholder and Anti-corruption communication. Develop monitoring mechanisms for the implementation of the integrity management policies for the province. Drive Provincial Anti-Corruption Forums to ensure proper implementation of Anti-corruption summit resolutions. Conduct audits and verification of financial disclosures to ensure that public officials do not conduct business with the government. Management of cases received from the National Anti-Corruption hotline. Build a culture of integrity and ethical behaviour. Uphold high ethical standards and acting with transparency and accountability. Address and resolve ethical dilemmas and conflicts effectively. Manage the Financial and Human Resources of the Chief Directorate,   |
| <b><u>ENQUIRES</u></b>     | : | Ms Sylvia Mtshali Tel No: (011) 355 6280  |
| <b><u>POST 39/63</u></b>   | : | <b><u>DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: REFS/021774</u></b><br>Component: Office Of the Director General   |
| <b><u>SALARY</u></b>       | : | R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate undergraduate qualification (NQF level 7) in Public Management, Public Administration or equivalent. A relevant post-graduate qualification will be an added advantage. 5 years relevant functional experience in the middle management position with proven managerial skills. Exceptional knowledge of the government policies, procedures, and prescripts. Ability to work in a highly pressured environment and long hours. Key Competencies: An energetic, motivated, and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership, stakeholder management, advocacy, financial and people management as well as communications skills;   |

effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. An Individual with extensive experience and understanding of government priorities.

**DUTIES**

: The incumbent of the post provides strategic direction of administrative functions, which includes overseeing processes and resources that support the Director General's Office and the Office of the Premier. Streamlines operations by implementing best practices, improving workflows and enhance productivity to achieve a smooth day to day functioning of the Office of the Director General. Manage the day- to-day operations and provide executive just-in-time support to the Office of the Director General. Oversee the implementation of and monitor executive decisions in the Office. Manage implementation of delegations in the Office of the Premier. Manage the Director-General's meetings. Effectively manage the staff and resources of the Office of the Director-General and provide a high level of support to the most Senior Management Echelon in the Gauteng Province. Manage all necessary logistical arrangements and document preparation for Director-General's meetings, functions, travel and appointments. Ensure, oversee, assess and advise on information flow to and from the Office of the Director-General. Quality assures and edits all incoming and outgoing documentation. Manage and monitor budgets and expenditure. Ensure timeous communication and reports provided to relevant stakeholders. Project a positive image of the Office of the Director-General to all stakeholders.

**ENQUIRES**

: Ms Sylvia Mtshali Tel No: (011) 355 6280

**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](mailto: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](http://www.thensg.gov.za)

**CLOSING DATE**

: 11 November 2024 at 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](http://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 39/64**

: **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/021854**  
Directorate: Office of the MEC

**SALARY**

: R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: An appropriate Degree or equivalent qualification at NQF level 6. 3 years' experience below Middle management (Assistant Director)/ Middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven

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|                            |   | management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.   |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible to Co-ordinate all reporting and documentation that supports the collection and review of events in the portfolio and produce all reporting requirements identified by the Stakeholders, Executive Sponsors, and Executive Management and Manage the administrative activities within the office. Produce reports used to drive project status and portfolio review meetings and manage the administrative activities within the office of the executive authority. Collect project information, applying tools, and coordinating the day-to-day steps of the portfolio management process and liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Facilitate events/program/portfolio review of key projects/programs and Render a Cabinet/executive council support service to the executive authority. Work with project and program managers on compliance, templates and best practices and implements and maintains the necessary controls and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provide protocols services to the Executive Authority (EA). Supervise employees. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Tebogo Thobejane e-mail: <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a>   |
| <b><u>POST 39/65</u></b>   | : | <b><u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: REF/021818</u></b><br>Directorate: Sustainable Fiscal Resource Management   |
| <b><u>SALARY</u></b>       | : | R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.  |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification (NQF level7) as recognised by SAQA in Built Environment Quality Surveying or Engineering or Construction Project Management. 3-5 years' experience at Junior Management level (ASD) in Monitoring of Infrastructure project/ programmes post qualification.   |
| <b><u>DUTIES</u></b>       | : | To implement the Provincial Treasury infrastructure provincial mandate to improve infrastructure planning, budget, delivery, monitoring and reporting in terms of the allocated Provincial Departments. Infrastructure capacity building to provide financial and economic inputs to prepare and update the framework for Provincial infrastructure delivery management system. Infrastructure oversight to assess DoRA Human resources reports before submission to National Treasury. Develop Treasury Instruction, circulars, process maps, standard operating procedures, and codes of Practices infrastructure. Infrastructure Portfolio Management to assess the affordability of infrastructure implications in the services plans, strategy plans and annual performance plans. Infrastructure Programme and Project Management to monitor financial aspect in terms of the implementation of Agency and services delivery agreement. Operation and maintenance to validate plans and budgets for conditional assessments and make recommendations.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Baleseng Sedibe -email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>  |
| <b><u>POST 39/66</u></b>   | : | <b><u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: REFS/021834</u></b><br>Directorate: Municipal Finance Management  |
| <b><u>SALARY</u></b>       | : | R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.  |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Auditing / Internal Auditing / Cost Management or Cost Accounting with Auditing as a major. 3-5 years' experience at junior Management level (ASD), experience in the Auditing or Accounting environment. At least 3 years working experience in Local Government or Provincial Treasury MFMA unit in a similar role. 5 years working experience in Auditing or Internal Auditing. Knowledge and understanding of the Public Service Act and Regulations. knowledge of PFMA, knowledge of MFMA, knowledge of National and GPG Treasury Regulations, Knowledge of GPG delegation of authority requirements and policies and procedures.   |
| <b><u>DUTIES</u></b>       | : | Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. Develop provincial norms and standards. Develop the assessment tool. Quality review of the assessment reports. Manage the completion and issuing of the assessment report. Review and monitor the implementation of the recommendations. Ensure the effectiveness of the implementation of the action plans. Coordinate the effective implementation of combined assurance. Facilitate and monitor the establishment of Audit Committees within the municipalities. Coordinate and oversee the establishment of Audit Committees. Assess and monitor the effectiveness of Audit Committees. Provides support and capacity building to Municipalities. Facilitate capacity building initiatives. Facilitate Internal Audit and Audit Committee Forums. Provide inputs into the development and review of Internal Audit and Audit Committee Framework. Facilitate Internal readiness reviews, Audit activities at municipal in preparation for external quality assurance review. Facilitate implementation of external quality assurance review. Manage the component. Perform strategic and operational  |

planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

- ENQUIRIES** : Mr. Tebogo Thobejane e-mail: [tebogo.thobejane@gauteng.gov.za](mailto:tebogo.thobejane@gauteng.gov.za)
- POST 39/67** : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: REFS/021823**  
Directorate: Financial Governance
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Computer Science/ Information Technology/ Informatics/ Financial Information Systems/ Finance or Statistics. 3 – 5 years' experience at Junior Management level in database design, data analysis and the normalization and optimization of data structures. 3 – 5 years' experience in SQL ability to write custom queries, views and triggers and building tools for online analytical process (OLAP cubes). Knowledge and understanding of Public Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Knowledge of GPG delegation of authority requirements, policies and procedures. Knowledge of GPG financial and administration processes, policies and procedures.
- DUTIES** : Manage and provide technical and business application advise in the provision of financial systems to all Gauteng Provincial Department. Translate business requirements into specifications that will be used to drive data store/data warehouse/ data mart design and configuration. Translate developed Business Intelligent systems to the Operations Support team. Provide support as required to ensure the availability and performance of enterprise data and BI environments for both external and internal users. Ensure proper configuration management and change controls are implemented for your sphere of influence. Design and implement technology best practices, guidelines and repeatable processes.
- ENQUIRIES** : Mr. Teneko Bangelo e-mail: [teneko.bangelo@gauteng.gov.za](mailto:teneko.bangelo@gauteng.gov.za)
- POST 39/68** : **DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: REFS/021790**  
Directorate: Financial Governance
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Finance/ Risk Management/ Compliance or and Auditing. A postgraduate diploma in Compliance will be an added advantage. 3-5 years' experience at Junior Management level in the public sector in areas of Finance or Risk and or Auditing. Understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act, ISO Standards, and other relevant legislations. Proficient in clear communication, creative problem-solving, effective organizing, planning, and strong analytical skills.
- DUTIES** : Monitor, evaluate and report compliance with the provision of the PFMA, Treasury Regulations, and other related policy frameworks within Gauteng Provincial Government entities (GPG). Provide direction and guidance on the development of a compliance universe and categorization of acts within GPG entities. Provide oversight and support for GPG entities in the review and finalisation of Compliance Risk Management Plans (CRMP). Provide supervision and guidance in overseeing and monitoring the implementation of compliance risk management action plans and AGSA audit recommendations on compliance findings for GPG entities. Coordinate requests related to the PFMA by conducting a thorough review, engaging with client entities, and preparing formal response letters. Facilitate the establishment and listing process of GPG entities and the de-establishment of entities. Monitor the implementation of the banking framework for GPG entities operating in the provincial sphere. Monitor and facilitate the implementation of governance frameworks for public entities operating at the provincial level. Provide training sessions and facilitate engaging discussions covering legislative requirements and strategies for mitigating compliance risks. Manage officials in the unit to ensure timely delivery of operational plan activities according to predefined schedules.
- ENQUIRIES** : Ms. Linda Ninzi – email: [liinda.ninzi@gauteng.gov.za](mailto:liinda.ninzi@gauteng.gov.za)
- POST 39/69** : **DEPUTY DIRECTOR: DEMAND AND CONTRACT MANAGEMENT (SCM) REF NO: REFS/021792**  
Directorate: Office of the CFO
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management /Commerce/ BTech in Logistics. 3-5 years' experience in the Demand and Contract Management environment at an Assistant Director level.

- DUTIES** : Manage the functional operation of the Sub Directorate: Demand and Contract Management in SCM. To provide an integrated demand, acquisition and contract management service of key commodities of the department through development, implementation and maintenance of a transformative approach to sourcing. End-to-end management of the sourcing process, supplier relationship and performance management. Internal stakeholder management and delivery of optimal commercial benefits to the Department. Managing and delivering multiple procurement projects in a commercial environment. Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation's long-term procurement strategy. Developing and implementing policies and tools to facilitate service delivery and compliance with the SCM legislative framework.
- ENQUIRIES** : Ms. Linda Ninzi e-mail: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)
- POST 39/70** : **DEPUTY DIRECTOR: ACCOUNTING COMPLIANCE REF NO: REFS/021788**  
Directorate: Financial Governance
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg  
A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Financial management. 3-5 years' experience at Junior Management level (ASD) in accounting environment. Knowledge and understanding of the PFMA and Treasury. Proven knowledge of Public Finance Management Act and Treasury Regulations. Practical knowledge and understanding of the relevant reporting requirements. Practical knowledge and understanding of BAS and SAP. Advanced computer literacy including MS Office. Financial Reporting skills, Leadership skills, Change management skills and Project management.
- DUTIES** : The incumbent will be responsible for monitoring the reconciliation of Financial Assets and Liabilities accounting activities and functions up to the Trail Balance of GPG Departments and Trading Entities. Ensure the successful closure of accounting months and financial years in compliance with National Treasury prescripts for the GPG Departments and Trading Entities. Ensure the successful Audit closure for the GPG Departments and Trading Entities financial year after the audited financial statement in line with AGSA approvals after the receipt of final audit reports. Ensure accurate capturing of journals, with appropriate supporting documentation, as per the Standard Chart of Accounts classification. Analysis of monthly expenditure in line with the approved allocated budget to manage misallocations and early detection of possible unauthorised expenditure for GPG departments and trading entities. Review of the Interim and Annual Financial Statements in line with the appropriated budget and expenditure of GPG departments in accordance with the applicable accounting standards for the GPG Departments as prescribed by National Treasury (Modified Cash Standards). Maintain strong customer relationship with GPG Departments and Trading Entities. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Manage and develop the team and utilisation of resources.
- ENQUIRIES** : Ms. Linda Ninzi e-mail: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)
- POST 39/71** : **DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: REFS021/821**  
Directorate: Provincial Supply Chain Management
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg  
A tertiary qualification Degree (NQF level 7) as recognised by SAQA in Supply Chain Management / Purchasing/ Logistics/ Procurement. 3-5 years' experience in the sourcing of goods and services in a Junior Management position (ASD Level).
- DUTIES** : To manage Transversal Sourcing services to the Gauteng Provincial Government. Increase BBBEE Preferential Procurement spend from 60% to 70; Adherence to Operational Budget by achieving 98% budget spend; Improve tender processes and reduce turnaround time (From 120 - 90 days); Manage contract to; client satisfaction and to increase customer satisfaction; Provide leadership and effectively manage unit personnel on these four areas of performance; Reports submitted timeously; To maximise cost saving and improve efficiencies; To fill in all the vacant post timeously.
- ENQUIRIES** : Mr. Teneko Bangelo- e-mail: [teneko.bangelo@gauteng.gov.za](mailto:teneko.bangelo@gauteng.gov.za)
- POST 39/72** : **DEPUTY DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: REFS/021860**  
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg  
A post graduate qualification (NQF level 8) as recognized by SAQA) in Finance /Economics. 3-5 years' experience at junior management level in Finance/ Economics.



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| <b><u>DUTIES</u></b>                     | : | To analyse monitor and evaluate economic parameters and socio- economic imperatives within the provincial context. Determine and analyse key economic variables, their interrelations and relevance for the budget through, determining potential and constraints for growth and development, their interaction within governmental spending and revenue patterns/trends. Shaping alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators. Perform period analysis, maintenance, and update of provincial socio-economic indicators in database. Conduct, coordinate, and publish relevant department publications and research outputs (SERO, Economic Bulletins and Economic Updates). Provide technical and strategic support in revenue modelling project Manage the components as per the requirement by the unit, including overseeing administrative support functions.  |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Baleseng Sedibe – email: <a href="mailto:Baleseng.sedibe@gauteng.gov.za">Baleseng.sedibe@gauteng.gov.za</a>   |
| <b><u>POST 39/73</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE MANAGEMENT REF NO: REFS/021812</u></b><br>Directorate: Municipal Finance Management  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three-year tertiary qualification (NQF 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting/ Economics/ Public Management and Governance/ Local Government Finance/ Management with Accounting and or Auditing as majors. 3 – 5 years of working experience in Revenue Management, local government finance and related. At least 2 years working experience in local government or Provincial Treasuries in a similar role.  |
| <b><u>DUTIES</u></b>                     | : | Assist with the management of the operations of the sub-directorate. Assist with the management of the Annual Performance Plan and Operational Plan of the Directorate. Monitor municipal revenue management implementation process by reviewing, advising and providing technical guidance on revenue related laws, policies and tariff setting. Monitor the development of the customer care policies, by-laws and strategies and provide recommendations. Monitor the implementation of the customer. Care management processes. Monitor revenue collection processes and reporting by ensuring that municipalities have established sound customer care management systems. Assist with the implementation of the credit control policies and provide recommendations. Collaborate with budget unit on revenue budget assessments in line with the guiding tools. This includes the tabled/adopted MTREF revenue budget; and the adjusted MTREF revenue budget. Monitor revenue management administrative matters and IGR engagements internally and externally. Attend/Participate Eskom and NERSA workshops/trainings electricity tariff structure. Participate and collaborate with CoGTA on all revenue related initiatives and matters. Assist with the management of collaboration with other MFMA directorates or Units with the Department as well as collaboration with other MFMA directorates or Units with the Department as well as with other key stakeholders like SALGA, COGTA and National Treasury. |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>   |
| <b><u>POST 39/74</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: REFS/021829</u></b><br>Directorate: Sustainable Fiscal Resource Management  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Management/ Financial Accounting/ Management Accounting/ Economics. 3-5 years of experience at a functional level of budget management.   |
| <b><u>DUTIES</u></b>                     | : | Budgeting: Manage the provincial strategic budget planning process. Provide advice, guidance and training on the provincial budget process, budget reforms and budget formats to provincial departments and entities. Provide technical assistant to provincial departments and entities when formulating budget proposals. Develop and consolidate the credible MTEF budget and adjustment budget for the province. Assess accuracy and compliance of provincial departments and entities budget (i.e budget databases, provincial budget publications) and provide advice to provincial departments. Provide guidance on the implementation of the applicable legislation including the PFMA, Treasury Regulations, Division of Revenue Act and Provincial Appropriation Acts. Reporting: provide advice, guidance training to provincial departments and entities during the compliance of in Year Monitoring Report and end of the year expenditure reports.  |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>   |
| <b><u>POST 39/75</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: DATA MANAGEMENT REF NO: REFS/021825</u></b><br>Directorate: Sustainable Fiscal Resource Management  |
| <b><u>SALARY CENTRE</u></b>              | : | R444 036 per annum, (plus benefits)<br>Johannesburg   |

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| <b><u>REQUIREMENTS</u></b>               | : | A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Statistics/ Information Management / Econometrics / Finance. 3-5 years' experience in Statistics/Information Management/ Data Management.  |
| <b><u>DUTIES</u></b>                     | : | To provide management services regarding financial performance monitoring in the province. To provide support regarding frameworks. Coordinate the In Year Monitoring, Medium Term Expenditure Framework (Departments and Public Entities). Conduct and Facilitate training in the line with budgeting, reporting frameworks and reforms. Provide technical support in developing, maintaining and implementation data model relating to monthly, quarterly reports on revenue, expenditure, and personnel.   |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>   |
| <b><u>POST 39/76</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT (REVENUE FUND MANAGEMENT) REF NO: REFS/021863</u></b><br>Directorate: Sustainable Fiscal Resource Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg   |
| <b><u>DUTIES</u></b>                     | : | A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Financial Management/ Accounting. 3-5 years' experience in Financial Asset & Liability Management at an Administrator level.   |
| <b><u>ENQUIRIES</u></b>                  | : | To prepare Monthly and Quarterly IFS for the Provincial Revenue Fund in accordance with GRAP and the PFMA. Reconciliation of PRF Accounts and Accurate BAS journals to be captured daily. Process Own Revenue Pay over / Surrenders / Unspent Funds for Previous Financial Year. Produce Accurate monthly Trial Balance. Compile Interim and Annual Financial Statements Handle all administrative activities relating to Audit in the unit and maintain proper filing system.<br>Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>   |
| <b><u>POST 39/77</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/021831</u></b><br>Directorate: Financial Governance   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg   |
| <b><u>DUTIES</u></b>                     | : | A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Accounting or Auditing. 3-5 years' experience in the Accounting or Auditing or Asset Management field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and Asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and or IFRIS, Advanced excel, (Vlookup functions, Pivot table) PowerPoint and word.   |
| <b><u>ENQUIRIES</u></b>                  | : | Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing, and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of the s40 reports and interim/ Annual Financial Statements of GPG departments and entities to ensure accurate and correct asset and inventory management information has been properly disclosed.<br>Mr. Sihle Hlomuka – email: <a href="mailto:sihle.hlomuka@gauteng.gov.za">sihle.hlomuka@gauteng.gov.za</a> |
| <b><u>POST 39/78</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: PFMA REF NO: REFS/021793</u></b><br>Directorate: Financial Governance   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg   |
| <b><u>DUTIES</u></b>                     | : | A three-year tertiary qualification Degree (NQF level 7) as recognised by SAQA in Risk Management /Compliance/Auditing/or BCom Law. A Postgraduate Diploma in Compliance will be an added advantage. Appropriate 3-5 years' experience in the public sector in areas of Compliance Management or Risk Management and or Auditing at a functional level. Understanding of the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, ISO Standards, and other relevant legislations. Proficiency in presentation and report writing skills, along with good communication abilities and the capability to research and analyse documents effectively.  |
| <b><u>DUTIES</u></b>                     | : | Monitor, evaluate and report compliance with the provision of the Public Finance Management Act (PFMA) and Treasury Regulations within the Gauteng Provincial Government (GPG) Departments. Guide the development of a compliance universe and categorization of acts within GPG departments. Assist departments in developing and finalizing Compliance Risk Management Plans (CRMP). Assist with tracking and monitoring the implementation of compliance risk management action plans and the AGSA audit recommendations on  |

compliance findings for GPG Departments. Coordinate PFMA requests by reviewing them, liaising with the client department, and preparing formal response letters. Provide training to departments including preparing training presentations, and actively assist in conducting engaging sessions covering legislations and strategies for mitigating compliance risks. Ensure that operational plan activities within the unit are delivered according to stipulated timelines.

**ENQUIRIES** : Ms. Linda Ninzi - email: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)

**POST 39/79** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: REFS/021828**  
Directorate: Gauteng Audit Services

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing/ or Accounting. 3-5 years of experience in Performance Audit environment.

**DUTIES** : To assist the Deputy Director: Performance Audit in conducting assigned Performance Audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost-effective performance audits on behalf of the Gauteng Provincial Government. To assist the Deputy Director with the implementation of activities allocated in terms of the business plan to reach set targets dates. Perform and supervise a planning of the audit project. Conduct and supervise field work of the audit project. Compile the draft audit project report. People and staff utilisation. Perform the planning of the audit project. Conduct field work of the audit.

**ENQUIRIES** : Ms. Baleseng Sedibe e-mail: [baleseng.sedibe@gauteng.gov.za](mailto:baleseng.sedibe@gauteng.gov.za)

**POST 39/80** : **ASSISTANT DIRECTOR: BAS AND PERSAL APPLICATION REF NO: REFS/021826**  
Directorate: Financial Governance

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three- year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resource Management. PERSAL Certificates. Skills Development Facilitator (SDF) Certificate. 3 – 5 years' user support functional experience in an PERSAL environment as PERSAL system controller. 3 – 5 years' experience in the BAS environment. Knowledge and understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), PERSAL System Courses, Treasury Regulations, Basic Accounting System (BAS), Reporting procedure, Customer Care, Access to information Act and Services provided by Provincial Banker for the purpose of payment interfaces. Knowledge of all PERSAL System Courses.

**DUTIES** : Monitor the compliance and enforcement with legislation, policies and Guidelines relating to all PERSAL processes. Maintain a PERSAL-User database. Monitor the Provincial Departments user access and activities. Examine Provincial Departments use of departmental tables (Table 800 upwards). Monitor of PERSAL Interfaces and ACB (automated Clearance Bureau) limits. Analyse PERSAL System data and reporting to PERSAL Controllers and accounting Officers. Render transversal support service to all Provincial PERSAL Users. Guide Provincial Departments to amend their establishment on the PERSAL System. Guide Provincial Departments to create/amend departmental tables. Render PERSAL (HR) Helpdesk function to all PERSAL Users. Evaluate, register and follow-up System Control Changes (SCC) on behalf of Provincial Departments. Capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System. Perform all administrative functions related to PERSAL training. Give inputs to the annual training program. Prepare and update PERSAL training material. Compile practical exercises and examination papers. Oversee the arrangement made for the course. Train PERSAL Users in various PERSAL courses. When required, attend National PERSAL User Forums and give feedback at Provincial PERSAL user forums. Downloading of and informing users of all new PERSAL messages/PERSAL notices etc, at monthly Provincial PERSAL User Forums. Give inputs/responds to problems, new developments, departments situational analyses of PERSAL System data during the Provincial PERSAL User Forums. Give feedback on PERSAL training when requested. Administrative management of the Section/Unit. Human Resource. Asset Management. Provide inputs to the operational plan and related processes.

**ENQUIRIES** : Mr. Teneko Bangelo e-mail: [teneko.bangelo@gauteng.gov.za](mailto:teneko.bangelo@gauteng.gov.za)

**POST 39/81** : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: REFS/021830**  
Directorate: Sustainable Fiscal Resource Management

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Public Management/ Administration/Governance/ Public Policy/ Public Finance/ Public Economics and/ or related field 3-5 years' experience in the Fiscal Policy or Budget Management or Public Finance areas and/or related to job content. Knowledge and skills in Research, writing and Microsoft Word packages such as PowerPoint, Word, Excel and Outlook.

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| <b><u>DUTIES</u></b>                     | : | Provide support with the implement of the revenue enhancement strategy Through interlia: analyse and provide inputs on revenue proposals from the departments; Participating in the Medium-Term Revenue Planning process, conduct and support the determination of MTRF. Support the departments in application of effective tools and techniques to maximise the collection of revenue owned to the province. Prepare reports and presentation for national revenue work group and other stakeholders forum. Conduct site visits at various revenue collecting institutions. Provide inputs into the development of policy relating to revenue management. Contribute to budget processes in relation to the Public Finance Management Act 1 of 1999 as amended Public Finance Management Amendment Act 29 of 1999 and Treasury Regulation issued in line with PFMA, amongst others Fiscal legislative framework. Provide analysis on revenue collection and management. Assist departments to explore on all potential revenue sources. Assess and report on the review of tariffs forms departments. Consult with all stakeholders to develop an research framework for the MTPBS. Conduct qualitative and quantitative research for the purpose of developing the MTPBS. Explore the economic conditions, provincial policies and priorities and their budgetary implications for the development of the MTPBS. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Sihle Hlomuka email: <a href="mailto:sihle.hlomuka@gauteng.gov.za">sihle.hlomuka@gauteng.gov.za</a>   |
| <b><u>POST 39/82</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/021832 (X3 POSTS)</u></b><br>Directorate: Municipal Finance Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Financial Management/Accounting/Cost Management and Cost Accounting/Logistics/Supply Chain/Transport management/internal Auditing/Public Procurement management. 3-5 years' experience in the Supply Chain Management and/or related environment.  |
| <b><u>DUTIES</u></b>                     | : | Support the monitoring, evaluation and reporting on compliance with Supply Chain Management Regulatory Framework. Provide support and advice on supply chain management processes, policies and compliance to regulations. Evaluate, assess, review & report on contract management. Long & Short-Term contracts, irregular expenditure, functionality of SCM committees, deviations. Variations and Contract Extensions. Support, review, assess and monitor SCM Procurement plans. Monitors assess and report on functionality and quality SCM systems and processes. Provide advice, guidance & remedial actions on SCM issues and monitor remedial actions. Review assess and provide advice and guidance on the Structuring and functionality of SCM committees. Support the implement supply chain management reforms in all the delegated municipalities and assist to play an oversight role in local government. Set complimentary standards within the parameters as set by National/Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance, and support training initiatives with regard to SCM in al delegated municipalities.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Teneko Bangelo – email: <a href="mailto:eneko.bangelo@gauteng.gov.za">eneko.bangelo@gauteng.gov.za</a>  |
| <b><u>POST 39/83</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: SCM POLICY NORMS AND STANDARDS REF NO: REFS/021824</u></b><br>Directorate: Provincial Supply Chain Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain management/ Public Administration/Accounting/Auditing or Commercial Law. 3-5 years of functional experience in SCM or compliance monitoring/policy development in the SCM environment. Knowledge and understanding of Public Sector SCM Legislative Framework i.e. PFMA and Regulations and Treasury Regulations, Policy development.  |
| <b><u>DUTIES</u></b>                     | : | Develop SCM Policy, Norms and Standards. Research and develop provincial. SCM Policy, Norms and Standards. Analyse and identify gaps in relation to instruction Notes. Manage the development and implementation of SCM Policy Norms and Standards. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM policies, norms and standards as informed by National and Provincial priorities. Provide guidelines and instructions on the implementation of SCM policy norms and standards. Provide advice and guidance to departments and Entities on interpretation of SCM policy, norms and standards.   |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>   |
| <b><u>POST 39/84</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: REFS/021843</u></b><br>Directorate: Financial Governance  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. PERSAL  |

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|  |   | Certificates. Skills Development Facilitator (SDF) Certificate. 3 years' user support experience in an PERSAL environment. PERSAL system controller.  |
| <b><u>DUTIES</u></b>                     | : | 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. Review the utilization of departmental tables (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. Contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Teneko Bangelo – email: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>  |
| <b><u>POST 39/85</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: REFS/021822</u></b><br>Directorate: Provincial Supply Chain Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Purchasing/ Logistics/ Supply Chain Management (SCM)/ Public Procurement Management. 3-5 years' experience in Supply Chain Management/ Procurement. Function knowledge of procurement best practices including sourcing strategies. Experience in supplier management and B-BBEE/SMME development. Experience and understanding of the South African market.  |
| <b><u>DUTIES</u></b>                     | : | To maximise cost saving and improve efficiencies. Develop commodity sourcing strategies and obtain approval for implementation within 60 days. Improve and maintain tender processed from 120 to 90 days from the date of advertisement and finalise award of contract within agreed SLA. Manage the Tender procurement cycle time within SLA days. Development of specification. Maintain the tender process and increase customer satisfaction. Facilitate and manage Total Cost of Ownership (TCO) reduction initiatives with suppliers and users. Obtain minimum satisfaction level from customer service. Establish Transversal contracts for GPG department and entities to leverage on spend. Ensure that the contract is captured on e-Procurement system (Supplier Relationship Management (SRM) & /SAP R3) Increase Broad Based Black Economic Empowerment (BBBEE. To track progress and mitigate risks and submit weekly, monthly and quarterly.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Teneko Bangelo – email: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>  |
| <b><u>POST 39/86</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: REFS/021796</u></b><br>Directorate: Strategy Management  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 036 per annum, (plus benefits)<br>Johannesburg<br>(NQF level 7 qualification as recognised by SAQA) in Public Administration/ Management or Business Management. 3-5 years' administrative experience in Strategy Management environment. Knowledge of strategic planning processes and principles, excellent communication (written and verbal) and presentation skills. Proven Organizing planning, analytical and research skills. Knowledge of the department's strategic objectives and mandates. Stakeholder management experience. Team player and ability to work under pressure independently and proactively. Provision of administrative support.   |
| <b><u>DUTIES</u></b>                     | : | Participate in the drafting, compilation and approval of departmental plans which include the Strategic Plan the Annual Performance Plan and the Annual Operational Plan. Prepopulate templates. Analyse inputs received and kept track of changes. Alignment of plans. Engage office managers. Coordination of management structures. Provide input into Agenda. Assist with coordination of procurement processes. Provide logistical assistance. Management of operational activities. Monthly operational reporting. Preparing presentation for the unit. Managing the internal SP shared drive. Updating EPRE input. Provide administrative support within the Directorate. Ensures the effective flow of information and documents to and from the sub-units within the Administration programme. Manage the shared drive by keeping all documents received and approved for the Administration programme. Draft all directorate's submissions and route forms as required. Coordinates logistical arrangements for the unit (including meetings when required, ordering of office supplies etc.).  |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>   |

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| <b><u>POST 39/87</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/021794</u></b><br>Directorate: Office of the CFO  |
| <b><u>SALARY</u></b>       | : | R444 036 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Financial Accounting. 3 – 5 years' experience in Financial Accounting at supervisory level.  |
| <b><u>DUTIES</u></b>       | : | Collection and recording of revenue Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS and SAP. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Authorise the payment of transfers and subsidies processed on the accounting system. Reporting. Oversee the compilation of interim and annual reports. Ensure the safeguarding of all source documents. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>   |
| <b><u>POST 39/88</u></b>   | : | <b><u>LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/021799</u></b><br>Directorate: Corporate Services   |
| <b><u>SALARY</u></b>       | : | R440 412 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes, and procedures.  |
| <b><u>DUTIES</u></b>       | : | Manage the provision of effective and efficient legal services to the department. Provide administration support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and 241 drafting skills, analytical and researching skills, presentation and reporting skills, leadership skills, ability to work in a team and under extensive pressure, problem-solving and have sound organising and planning skills.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>   |
| <b><u>POST 39/89</u></b>   | : | <b><u>AUDITOR: RISK AND COMPLIANCE AUDIT REF NO: REFS/021833</u></b><br>Directorate: Gauteng Audit Services   |
| <b><u>SALARY</u></b>       | : | R376 413 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Auditing/ Auditing/ Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal and written), computer literacy, problem solving, analytic and research skills.  |
| <b><u>DUTIES</u></b>       | : | Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements). Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process   |

highlighting Risk Identification and control assessment. Document system descriptions and prepare audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).

**ENQUIRIES**

: Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/90**

: **PERSONAL ASSISTANT: CONTRACT MANAGEMENT AND STRATEGIC PROCUREMENT REF NO: REFS/021861**

Directorate: Provincial Supply Chain Management

**SALARY**

: R308 154 per annum, (plus benefits)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Secretarial / Office Administration Diploma. 3-5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability skills. Written communication skills. Ability to act with tact and discretion. ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge of Public Service Act, Regulations and procedures. Basic knowledge on financial administration. Ensures that travel arrangement are well coordinated.

**DUTIES**

: Provide Secretarial/administrative support service to the Senior Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers, and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings i.e. Schedule appointments, maintain an events calendar, and sending reminders. Prepare facilities for scheduled events and arranging refreshments and assist with other duties when required. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

: Ms. Linda Ninzi – email: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)

**POST 39/91**

: **PRACTITIONER: ACCOUNTING COMPLIANCE REF NO: REFS/021835 (X3 POSTS)**

Directorate: Financial Governance

**SALARY**

: R308 154 per annum, (plus benefits)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: A three-year tertiary qualification (NQF level 6) as recognised by SAQA) in Accounting/ Finance. 1-2 years proven work experience in Finance or Accounting environment. Experience in BAS, SAP and Online banking system will be an advantage. Knowledge and understanding of PFMA and relevant Treasury Regulations, Basic Computer Literacy in MS Office.

**DUTIES**

: To investigate and reconcile bank statements and ledger accounts. To process general journals in the financial systems. To process payments on the banking online system. Administrative support and customer service to GPG departments. Efficient administrative support and customer service to GPG departments and trading entities. Compliance to internal control processes and procedures. Reporting and document control.

**ENQUIRIES**

: Mr. Sihle Hlomuka – email: [Sihle.hlomuka@gauteng.gov.za](mailto:Sihle.hlomuka@gauteng.gov.za)

**POST 39/92**

: **REGISTRY CLERK: OFFICE OF THE MEC REF NO: REFS/021855**

Directorate: Office of the MEC

**SALARY**

: R216 417 per annum, (plus benefits)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: Grade 12 certificate or equivalent

**DUTIES**

: The incumbent will be responsible to provide a registry service to the office of the executive authority. Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies/documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/93** : **MESSANGER/DRIVER: OFFICE OF THE MEC REF NO: REFS/021856**  
 Directorate: Office of the MEC

**SALARY** : R183 279 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 certificate experience as driver/messenger will be added advantage. 1- 2years' experience. Valid driver licence.

**DUTIES** : The incumbent will be responsible to provide driving functions in the Office of the MEC. Delivery and collection of items. Provision of shuttle services. Delivery and collection of vehicles. Delivery and collection of staff and children. General Administration function.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/94** : **FOOD SERVICE AID: OFFICE OF THE MEC REF NO: REFS/021857**  
 Directorate: Office of the MEC

**SALARY** : R131 265 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent) No working experience is required.  
**DUTIES** : The incumbent will be responsible to provide services relating to food preparation. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Clean kitchen utensils and equipment. Responsible for food supplies and report waste and losses.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [Sihle.hlomuka@gauteng.gov.za](mailto:Sihle.hlomuka@gauteng.gov.za)