



The Council for Quality Assurance in General and Further Education and Training (Umalusi) is a statutory Quality Council which quality assures education provision in General and Further Education and Training. This body seeks to appoint a suitable person with the relevant qualifications and experience in the following position. The Council intends to promote representivity through the filling of this post.

**RECORDS PRACTITIONER:**  
**HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**  
 Salary: All-inclusive remuneration package of R398 886 per annum  
 Reference Number: 3/1/2/1/2019/02

Interested persons may visit the Umalusi website: [www.umalusi.org.za](http://www.umalusi.org.za) to view the full job advert for the position and submit their applications. Faxed, e-mailed or hand-delivered applications will NOT be accepted. Failure to provide sufficient information on the system and failure to upload your CV will result in your application being disqualified. Closing Date: 06 February 2019. Communication will be limited to shortlisted candidates only.



Note: The post was previously advertised as Internal Audit Specialist and all interested candidates may re-apply.  
**Deputy Director: Internal Audit**  
 Salary: R697 011 per annum (all-inclusive package) (Salary level 11) (Ref. GPW 19/04) • Pretoria

**Requirements:** • Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) specialising in Internal Auditing • 4-5 years' relevant working experience of which at least 2-3 years must have been at a supervisory level • Extensive knowledge of the IA standards • Ability to prepare and review audit working papers • Excellent writing ability and verbal communication skills • Good presentation skills and the ability to liaise at a senior level • Computer literate with competence in Microsoft Office suite packages • Ability to maintain confidentiality and be able to work independently • Knowledge of Public Finance Management Act and Treasury Regulations • Applicants must also be able to work as part of a team • Strong problem-solving skills and results orientation • Ability to work well under pressure • Adherence to independence and audit objectivity principles • Membership and good standing with the IIA • Valid Code 08 driver's licence • CIA certification will be an added advantage.  
**Duties:** • Coordinate audit assignments • Supervise and review audit engagements and assess audit results against audit engagement objectives and scope • Assist with execution of integrated audit procedures • Evaluate audit conclusions and recommendations • Compile draft and final audit reports • Assist with quality reviews of audit work to ensure adherence to quality standards required by IIA • Provide coaching and constructive feedback on performance to members of the audit team • Review implementation of audit recommendations • Perform follow-ups on management action plans • Provide input into IA plans, methodologies and framework • Research and enhance operational audit programmes • Prepare regular progress reports on annual audit plan.  
**Enquiries:** Ms C Shibusko, tel. (012) 748-6082

GPW is committed to equality, employment equity and diversity. In accordance with the employment equity goals and targets, preference may be given but not be limited to candidates from underrepresented designated groups.

Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent comprehensive CV specifying all qualifications and experience with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned post.

**General information:** Short-listed candidates must be available for interviews at a date and time determined by the Government Printing Works. Successful candidates will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions).

All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001, marked for the attention of Ms M Mbokane, Human Resources, tel. (012) 748-6271.

Closing date: 8 February 2019

Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within 3 months of the closing date, please consider your application unsuccessful.

**GAUTENG DEPARTMENT OF ROADS AND TRANSPORT**

**DEPUTY DIRECTOR-GENERAL: TRANSPORT**

BRANCH: Transport Branch

**SALARY:** An all-inclusive remuneration package of R1 446 378 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

REF NO: DRT/TB/2019/13

CENTRE: Johannesburg

**REQUIREMENTS:** • An undergraduate qualification and postgraduate qualification (NQF level 8) in Transportation Management, Economics or Engineering as recognised by SAQA • At least 8-10 years' senior management experience within the Public Transport environment • A working knowledge and understanding of the Government regulatory frameworks and policies governing transport and roads • A valid driver's licence.

**DUTIES:** • Manage the regulation and facilitation of public transport services and freight • Monitor and control licensing of motor vehicles, driver registration and licensing • Manage the regulation of transport operators • Manage the registration of public transport operators and issuing of operating licences • Facilitate the Integration of Public Transport in Gauteng City Region.

**ENQUIRIES:** Mr Ronald Swartz, tel. (011) 355-7342

**CLOSING DATE:** 15 February 2019

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Preference will be given to women.

**NOTE:** All short-listed candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Short-listed candidates will be subject to pre-employment screening (vetting). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate needs to demonstrate expert competencies as a strategic leader, advanced financial management skills, change management, service delivery innovation, knowledge management and strategic communication. The signing of performance contract is mandatory.

Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full. A certified copy of your Identity Document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

**Applications must be delivered to: Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg 2107, for attention: Deputy Director-General: Corporate Services, Ms M Harker or posted to PO Box X83, Marshalltown 2107. Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver's licence copy must be certified. Applications cannot be submitted via e-mail. Errors and omissions expected. The Department reserves the right not to fill the position.**

**Please note:** If you do not receive any response from us within 3 months, please accept your application was unsuccessful.



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**CITY OF JOHANNESBURG VACANCIES**

**PERMANENT POSITIONS**

Department: Community Development

Branch: Arts, Culture & Heritage (Museums & Galleries)

**Assistant Curator: Exhibitions**

Salary: R15 042.99 pm (basic salary excluding benefits)

**Appointment requirements:** • National Diploma majoring in fine arts or related/NQF level 6 • Six (6) months to twelve (12) months' experience within a curatorial environment • Computer literacy, conservation methods, communication (verbal and written) and good interpersonal skills required • Knowledge of project management, packing and crating, insurance and museum loan procedures • High level of fitness to lift and carry heavy goods and assets • Strong organisational and technical skills • Meticulous attention to detail; and • Ability to cope with stress of frequent interruptions and exhibition deadlines.

**Primary function:** To assist the Curator: Exhibitions to develop, manage and organise temporary and permanent exhibitions, as well as travelling exhibitions.

**Key performance areas:** The majority of tasks are to be carried out using individual knowledge and judgement; however the incumbent is required to conform to precedents, manuals and standard practices. Work creatively within budget constraints and minimum staff. Assist supervisor with general tasks as deemed reasonable and within scope of duties of the post. Abide by standard museum Code of Ethics. Occasional overtime, e.g. preparations for exhibition openings.

**Leading competencies:** Teamwork & Accountability. **Core competencies:** Customer and Service Delivery Management (Batho Pele) and Ethics, Integrity and Professionalism.

**Contact Person:** Thato Sepuru. Tel No: (011) 407 6553. Email: [VACANCIESCOMDEV@joburg.org.za](mailto:VACANCIESCOMDEV@joburg.org.za). **Workplace:** Johannesburg Art Gallery, cnr Klein and King George Street, Joubert Park.

Department: Development Planning

Branch: Building Development Management

**Assistant Director: National Building Regulations**

Salary Range: R38 605.24 pm (basic salary excluding benefits)

**Appointment requirements:** • A three (3) year tertiary/NQF level 7 qualification in one of the following disciplines: Architecture; Civil Engineering; Structural Engineering; Building Management; Building Science; Building Surveying • Advanced knowledge of the National Building Regulations & Building Standards Act 103 of 1977 • Extensive experience in the building industry (minimum of six (6) years' building construction experience) • Four (4) years' experience in the building industry at senior management level • Not less than six (6) years' appropriate experience with a healthy balance between technical experience and managerial experience • Preferable experience within Building Control Department of a large local authority • Experience in National Building Regulations and Town Planning Schemes • Sound decision making skills; must be deadline and turnover driven • Ability to manage building inspectorate functions within Regional Offices; and • No Criminal Record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo Security Vetting and/or Competency Assessments.

**Primary function:** Manage the allocated Regions to ensure proper management of the built environment in terms of safety, structural stability and the health of buildings through the strategic and tactical implementation of the National Building Regulations and Building Standards Act, No. 103 of 1977 (as amended); the National Building Regulations as stipulated in the SABS 0400 Code of Practice; Council By-Laws; the Town Planning Schemes and any other applicable legislation.

**Key performance areas:** The incumbent must exercise the authority to take technical decisions in terms of building inspection and law enforcement issues as well as to take administrative decisions subject to Council Policy and National Building Regulations. The incumbent must take decisions with regards to staff issues in terms of Council Policy and Regulations. The incumbent is tasked to manage the inspection of building works in progress in the Region/s to ensure that the building work complies with the relevant legislations by • Overseeing the law enforcement function • Overseeing the issuing of Occupancy Certificates • Permit deviations or grant exemptions of any National Building Regulations • Providing an opinion as to whether a building should be repaired or demolished to comply with the legislative criteria; and • Providing an opinion as to whether construction must continue in line with legislative criteria.

**Leading competencies:** Strategic Management; People Management; Stakeholder Management; Conflict Management and Risk and Asset Management.

**Core competencies:** Management of building inspectorate functions with regional offices. Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

**Assistant Director: Outdoor Advertising (BDM)**

Salary Range: R38 605.24 pm (basic salary excluding benefits)

**Appointment requirements:** • Bachelor degree or equivalent NQF level 7 qualification in the built environment (Town Planning/Town and Regional Planning/Architecture/Civil Engineering/Quantity Surveying) • Advanced knowledge of the National Building Regulations & Building Standards Act 103 of 1977 • Seven (7) years' relevant experience of which five (5) years at supervisory level • Knowledge and understanding of Outdoor Advertising, By-Law and other applicable legislation and Council By-Laws and Policies • Knowledge of departmental Policies and Procedures • Knowledge of HR Policies and Procedures • Computer literacy; Interpersonal; Communication, Facilitation, and Supervisory skills required; and • No Criminal Record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo Security Vetting and/or Competency Assessments.

**Primary function:** Manage the application submitted at pre-scrutiny and full assessment levels in order to process applications expeditiously so as to enhance customer service in compliance with the Council service commitments; the outdoor Advertising By Law and the National Building Regulations and Building Standards Act, No 103 of 1977 (as amended) and other applicable legislation of the municipality.

**Key performance areas:** The incumbent is expected to act and operate within the laid down policies and procedures of the City of Johannesburg, as well as legislative requirements. The incumbent must under the delegation of the Head of the Unit, fulfil the following functions in terms of the Outdoor Advertising By-Laws: • Consider all applications submitted (refuse, approve, amend, lapse and withdraw applications where necessary) • To require additional documentation to accompany the application for approval • Determine what requirements of the by-law must be complied with by the owner; and • To make necessary endorsements on the specifications, plans and other documents concerned. The

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incumbent will use his/her authority to use discretion in approving applications and take technical decisions in terms of the Outdoor Advertising By-Law  
**Leading competencies:** Strategic Management; People Management; Stakeholder Management; and Conflict Management.

**Core competencies:** Attention to detail, high levels of accuracy, excellent planning, organising and time management skills. Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

**Contact Person:** Sofiah Rahiman. Tel No: (011) 407 6588. Email: [SofiahR@joburg.org.za](mailto:SofiahR@joburg.org.za). **Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Branch: Alexandra Renewal Projects

**Programme Director**

Salary Range: R55 042.66 pm (basic salary excluding benefits)

**Appointment requirements:** • Bachelor degree or equivalent NQF level 7 qualification in the built environment (Town Planning/Town and Regional Planning/Architecture/Civil Engineering/Quantity Surveying) • Advanced knowledge of the Spatial Development Framework (SDF), Regional Spatial Development Frameworks (RSDFs) and Strategic Area Frameworks (SAFs) • Ten (10) years' relevant experience, of which five (5) years at a managerial level in Public or Private sector; working and collaborating programmes within different spheres of government • Knowledge of Local Government functions and operations • Knowledge of Legislation affecting Local Government • Knowledge of HR Policies and Procedures • Knowledge of Project and Programme Management • Knowledge of National Priorities related to Resilience, adaption to climate change, ecological restoration and sustainable development • Computer literacy; Interpersonal; Communication, Facilitation and Supervisory skills; and • No Criminal Record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo Security Vetting and/or Competency Assessments.

**Primary function:** Development Planning is the metropolitan planning "engine" of the City and also plays a leading role in bringing together internal and external stakeholders to facilitate the programmatic implementation of interventions and projects contained in the Spatial Development Framework (SDF), Regional Development Frameworks (RSDFs) and Spatial Area Frameworks (SAFs). The Unit is also responsible for managing the City's capital investment programme. This entails a number of engagements with the Core Departments and Municipal Entities (MEs) to guide, coordinate and direct the City's capital investment on an annual basis. The Unit will be responsible for directing and coordinating multiple capital projects of the Development Planning Department in order to ensure that they are benefiting each other and aligning with overall departmental goals. As an expert on the overall scope of initiative, a Programme Director understands how different capital projects work together and ensures that all staff are working to their full capacity to ensure success.

**Key performance areas:** The post is required to apply laid down procedures with respect to human resources information processing sequences and/or co-ordination of specific interventions/requirements and seek approval prior to any adjustment/amendment or circularization of records, memorandums, notices, system information and reports. Develop, recommend and gain approval for strategies, policy, plans, programmes and budget for the department within the constraints of the City's political, legal, HR and financial frameworks as well as provincial and national policies as they pertain to these services. Operate within the policy framework of the City. The position takes decisions in terms of the Delegations of Authority which are binding on the City.

**Leading competencies:** Strategic Direction and Leadership; People Management; Financial Management; Stakeholder Management; Conflict Management; Programmes and Projects Management.

**Core competencies:** Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

**Contact Person:** Siphwe Khumalo. Tel No: (011) 407 7085. Fax No: 086 629 5186. Email: [SiphweK@joburg.org.za](mailto:SiphweK@joburg.org.za). **Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Department: Legislature

Branch: Office of the Secretary to Council

**Director: Management Support Services**

Salary: R55 042.66 pm (basic salary excluding benefits)

**Appointment requirements:** • Degree in Business/Public Management/NQF level 7 is required • Five (5) years' senior management experience in the legislative sector/local/provincial or National Government • Knowledge of South African local government and governance system • All relevant legislation, ordinances, by-laws, regulations and orders • Knowledge of Batho Pele philosophy, principles and intent (culture of citizenship) • Performance and Risk Management Principles • Project Management Principles • Basic Financial management for non-financial managers • Computer literacy, research and time management skills • Good health and psycho-social capacity • Ability to make sound judgement, work independently, under pressure and lead and manage a team • Maintain high level of confidentiality, non-judgemental attitude and professionalism • Not allowed to demonstrate/display political party affiliations and preferences; and • Exceptional commitment in meeting targets and deadlines due to the limitations of the Political Office Term.

**Primary function:** To provide strategic leadership on all aspects of Administrative Governance to ensure the efficient and effective implementation/performance of the Office of the Secretary to Council's core business by delivering service through the following key performance areas: • Administration functions • Performance and people management • Strategic business planning • Financial management and control; and • Operational functions.

**Key performance areas:** The incumbent will control the administrative requirements associated with the Office of the Secretary to Council; Direct and control the outcomes associated with productivity and performance of the human capital within the office; Lead the conceptualisation of annual business planning processes of the Legislature administration; Direct and manage the implementation of financial controls or procedures and provide information to support financial planning sequences and manage the operations in the Office.

**Leading competencies:** Collaborative Working/Team work; Cooperative Governance; Strategic Direction and Leadership; Strategic Planning and Management and Thinking.

**Core competencies:** Customer and Service Delivery Management (Batho Pele); Ethics, Integrity and Professionalism; Impact and Influence; Monitoring and Evaluation and Political Astuteness.

**Contact Person:** Violet Sidaki. Tel No: (011) 407 6814. E-Mail: [VioletSi@joburg.org.za](mailto:VioletSi@joburg.org.za). **Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 05 February 2019.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the Co's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.



[www.talent360.co.za](http://www.talent360.co.za)  
 011 870 7100 or  
 011 633 2345

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