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CITY OF JOHANNESBURG VACANCIES 020/2019
PERMANENT POSITIONS

Department: Group Governance
Branch: Shareholder Services Unit
Designation: **Deputy Director: Research and Policy Development**
Salary: R44 397.73 pm (basic salary excluding benefits)

Appointment Requirements: • A degree in Social Sciences/A Degree in Policy Development/B Com Honours/LLB/LLM; • An Honours and Post graduate degree would be preferable; • Five (5) years' relevant experience in a senior management level in a local government environment; • Proven track record in the research project management of a number of complex, simultaneous projects with pressurized timelines; • Experience with strategic, business and planning and reporting frameworks and requirements helpful; • Experience with supervising and mentoring staff and supporting professional and leadership development; • Must have a valid driver's license; • People management experience and skills; • Must be able to work extended hours and be on standby; • Working knowledge of legislation relating to Local government environment; AND • Good research, analytical, problem identification and solving; communication clearly and concisely both orally and writing; computer literacy; good interpersonal and good report writing skills required.**Primary Function:** Manage and monitor the Research and Policy Development Strategy, methodology and process to support the Group Governance Department. **Key Performance Areas:** Implement systems to ensure effective outcome on financial and non-financial performance reporting; implement systems to ensure compliance with applicable legislation; Principles and practice of administration and personnel management; principle and practices of project management; principle and practices of municipal budget preparation and administration; maintain strong professional and positive demeanour.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders. **Core Competencies:** People Management; Leadership.

Designation: **Specialist: MOE Support**
Salary: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • A Bachelor degree/NQF level 7 in relevant field such as Law, Commerce, Financial Management, Governance and Compliance or equivalent; • Post graduate degree in Commercial Law or CIS Professional Qualification will be an added advantage; • At least five (3) years' experience in Corporate Governance, Financial Management, and/or Commercial Law environment; • A CA would be an advantage; • At least five (5) years in company secretarial and legal compliance. **Primary Function:** The incumbent must ensure that ME's are compliant with applicable legislations requirement including Municipal Finance Management Act, Municipal Systems, and other related legislations. To provide and develop corrective action plans on non-compliance with corporate and legislative issues in all entities. To identify and documenting risk issues impacting on the entities and liaising with the Deputy Director: Corporate Governance. **Key Performance Areas:** Develop key performance indicators in line with sector plan. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholders' value derived from the Municipal entities. Determine shareholder value through legislative compliance. Monitor, evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities. **Leading Competencies:** Business Acumen, Work Independently and Good Communicator. **Core Competencies:** People Management and Resources Management.

Contact Person: Sedick Hendricks • **Email:** SedickH@joburg.org.za • **Tel No:** (011) 407 6767
Workplace: 118 Jorissen Street Braamfontein, Traduana House

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

Appointment will be made in accordance with the CoJ's EE Policy. Application letter, together with a comprehensive CV must be forwarded to the contacts details mentioned above

CLOSING DATE: 11 JUNE 2019

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

inseta
INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

"Working together for a skilled tomorrow"

The Insurance Sector Education and Training Authority (INSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Applications are hereby invited from suitable qualified natural persons for a period not exceeding the SETA's licence period. The current licence period will expire on 31 March 2020. INSETA has the following position available.

Finance Administrator: Levies and Grants
(Job Grade B)

Reporting to the Management Accountant.

Requirements: • Minimum qualification: Diploma in Accounting • Degree in Accounting or equivalent (preferred) • Minimum of 3 years related experience in the finance administration • Minimum of 3 years' creditors administration experience • Working knowledge of and experience in Excel • Microsoft Dynamic (AX) or any accounting application experience will be an added advantage.

Kindly refer to the INSETA website (www.inseta.org.za) for the full advert.

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please e-mail your CV to vacancies@inseta.org.za clearly stating the position you are applying for.
Closing date: 4 June 2019

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.

www.humanjobs.co.za Human Communications 146836

GAUTENG DEPARTMENT OF ECONOMIC DEVELOPMENT

In line with Employment Equity Plan of the Gauteng Department of Economic Development, it is our intention to achieve equity in the workplace by offering opportunities for promotion and fair treatment through elimination of unfair discrimination. Previously disadvantaged groups are encouraged to apply. To facilitate this process successfully, an indication of race, gender and disability status is required.

NOTE: Applications must be submitted on Z83 forms, obtainable from any Public Service Department. CVs must be forwarded to this email address Recruitment.DED@gauteng.gov.za only. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally certified copies of all qualifications and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment

DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT

POST	Deputy Director General: Corporate Management
LEVEL	15
BRANCH	Corporate Management
SALARY	R 1 446 378.00 to R 1 629 348.00 per annum (inclusive of benefits)
CENTRE	56 Eloff Street, Johannesburg
QUALIFICATIONS	A Degree in Public Administration/ Management/ Human Resource/ Law (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA.
EXPERIENCE & KNOWLEDGE	8-10 years' experience at Senior Management level and Extensive working knowledge of public sector.
ATTRIBUTES / SOFT SKILLS	Strong management and leadership, Reliable and consistent, Co-operative, Focused, logical and organised, Professional, Creative and innovative, Time-sensitive, Self-starter, Proactive and Strategic thinker
DUTIES	Ensure the provision of human resources management services. Management of human resources administration services. Manage human resource development services. Provision of Labour Relations services. Provision of employee health and wellness programmes. Provide strategic direction with regard to organisation efficiency services through: Management of organisational design services, Management of the determination of appropriate remuneration (through Job Evaluation, Occupational Salary Dispensation, and Coordination processes), Management of development and implementation of change management initiatives, Ensuring the application of business processes management services, Management of compilation of job descriptions and job profiles, Ensuring development and implementation of Employment Equity Plans, Ensuring development of Departmental HR Plans. Development and implementation of Service Delivery Improvement plans. Ensuring Gender, Youth and Disability mainstreaming in the Workplace. Management of overall departmental information communication technology services. Manage the provision of a well maintained facilities. Ensure a safe and secure working environment. Manage the provision of shared auxiliary services. Ensure sound records management practices. Provide security management services. Oversee physical security services. Ensure compliance with MISS. Oversee integrity management services. Provide sound legal advices and litigation support to the department. Oversee the provision of legal opinions. Manage the execution of all administrative legal actions to ensure compliance. Ensure management of litigations matters. Monitor legal compliance with national, international and continental instruments. Ensure drafting of service level agreements. Manage the provision of developmental communications and outreach programs. Manage the provision of internal communications. Ensure provision of media liaison services. Ensure management of client relations.
ENQUIRIES	Please contact Mr. Siphwe Nhlapho (011) 355 – 8540

Together, Moving Gauteng City Region Forward

GAUTENG PROVINCE
ECONOMIC DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Hotline: 0860 428 8364
www.gauteng.gov.za

FIND THE PERFECT JOB FOR YOU!

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7-Step Interview Prep Plan

1. Research the organization. This will help you answer questions and stand out from less-prepared candidates.
2. Compare your skills and qualifications to the job requirements.
3. Prepare responses. Practice them in a role play situation.
4. Plan what to wear. Even if the company is informal, stay professional.
5. Plan what to bring. (E.g a copy of your CV, pen and paper etc)
6. Pay attention to non-verbal communication.
7. Follow up with a thank you email.

#Talent360wordsofwisdom