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011 633 2345
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the dti
Department of Trade and Industry
REPUBLIC OF SOUTH AFRICA

**CORPORATE MANAGEMENT SERVICES DIVISION
(CMSD)**

Chief Director: Legal Services
All-inclusive remuneration package of R 1 251,183.00 per annum,
(CMSD/Legal 020)

Overview: To oversee and manage the legal services functions for the dti department its agencies.
Mandatory requirements: • An undergraduate qualification (NQF Level 7) in Law and admitted as an Attorney or Advocate of the Bar Council • 5 years' relevant senior managerial experience in a legal environment.
In terms of the dti's EE requirements, preference will be given to African male candidates as well as people with disabilities.

Note: Shortlisted candidates will be subjected to a technical exercise and the selection panel will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. Applications must be submitted on a signed Z83 Form, which can be obtained from the dti's website (<http://www.thedti.gov.za>) and must be accompanied by a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

To apply or view full details of the above-mentioned positions, please go to:
<http://www.thedti.gov.za/careers>

Applications may also be: Hand-delivered to the dti campus, corner Meintjies and Robert Sobukwe Streets, Sunnyside • Posted to the Registry Office, Department of Trade and Industry, Private Bag X84, Pretoria 0001. Please note that only shortlisted candidates will be contacted, and if you have not heard from us within 3 months of submitting your application, you should consider it unsuccessful.

For enquiries regarding applications, contact the Recruitment Office, tel. (012) 394-1809/1835 the dti reserves the right not to fill any advertised position(s).

Closing date: 12 August 2019
No late applications will be considered.

the dti welcomes applications from all persons with disabilities

CITY OF JOHANNESBURG VACANCIES 029/2019

PERMANENT POSITIONS
FIXED TERM PERFORMANCE BASED CONTRACT POSITIONS (LINKED TO MAYORAL TERM OF OFFICE)
Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the City Manager

Media Officer
Annual total remuneration package: R547 316.99 all-inclusive cost to company
Appointment Requirements: • B Degree in Communications or related field/NQF level 7; • Relevant experience will be considered; • Valid code 8 Drivers license; • and 3 - 5 years' media relations related experience. **Primary Function:** Identify media related issues which might affect the COJ in a negative way and respond to all media queries to ensure that a positive image of the Executive Mayor is portrayed at all times. **Key Performance Areas:** Oversee and coordinate media relations and issues management; establish a system for anticipating and managing issues that may have a negative impact or pose a threat to the executive Mayor's reputation; Provide advice on systematic identification and action required regarding policy matters; Provide input into the compilation of the Communications media Strategy through the researching on all communications related topics to have consensus; Develop and maintain strong, positive and effective working relationships with the media by arranging networking sessions; Build good relations with Senior Management and the spokespersons of the City; Conduct crisis communication management through the drafting of a crisis management plan; Compile reports on a monthly basis to inform the Director: Mayoral Communications on all relevant issues; Facilitate all processes involved in the management of queries/media issues. **Leading Competencies:** Ability to work with Senior Management of the City, Municipal Entities and other stakeholders; Ability to work with National and International media; Projects Management and Batho Pele. **Core Competencies:** People Management; Manage Resources and attention to detail; Understanding of local government environment and policies.

Contact Person: Tsholofelo Tihothomisang **E-Mail:** TsholofeloT@joburg.org.za
Tel No: (011) 407 6311 **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the City Manager

Manager: Policy and Planning
Annual total remuneration package: R712 282.02 all-inclusive cost to company
Appointment Requirements: • Bachelor's degree/NQF level 7 in Political Science, Public Policy, Economics, Law or related field is required; and 3 years' experience in Legislature, Parliamentary, Legal, Public Sector or related environment; • Knowledge of local, provincial and national political and legislative framework and dynamics and public policy. **Primary Function:** Responsible for providing research and analysis on a range of policies and strategic matters, including integrated planning processes, as they relate to the cluster, relevant structure and impacting upon the City of Johannesburg. This includes providing strategic support on a range of levels in order to support the functions of the Unit with a view to advise and inform the Executive Mayor and the Mayoral Committee in order to enable them to successfully achieve their political mandate as well as the monitoring and evaluation of parties concerned. **Key Performance Areas:** Support the Advisor: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee; Assist the Executive Mayor and Mayoral Committee to implement strategic projects; Support the Advisor: Policy & Planning to provide direction and oversight on behalf of the Executive Mayor and Mayoral Committee over integrated planning processes; Engage with potential stakeholders to facilitate collaboration with the City of Johannesburg; Handle routine research administration and enquiries. **Leading Competencies:** Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills. Attention to detail. Ability to work with senior management of the City, Municipal Entities and other stakeholders. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles. Integrity and Tenacity. Persistence and Persuasive, Good Judgement and Assertiveness. Discretion when dealing with confidential information.

Contact Person: Tsholofelo Tihothomisang **E-Mail:** TsholofeloT@joburg.org.za
Tel No: (011) 407 6311 **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the City Manager

Specialist: Performance Monitoring & Evaluation
Annual total remuneration package: R712 282.02 all-inclusive cost to company
Appointment Requirements: • Bachelor's degree in Public Policy, Public Administration, Law and Finance or associated discipline/NQF level 7; • 3 years' experience in the political, legal, financial or performance management sectors; • It is necessary that the candidate has experience of M&E or organizational performance; • Experience in designing and/or implementing data collection and data management systems; • Knowledge of the policy framework of government and the regulation and legislation that drive it; • Sound knowledge of adaptive management learning principles and practices; • Discretion when dealing with confidential information, good judgement and assertiveness, integrity and tenacity; • Must have a valid driver's license; and Must be willing to work extended hours and be on standby. **Primary Function:** Monitor, evaluate and report on the implementation of the City of Johannesburg's strategic plans (IDP) including SDBIP programmes/projects to ensure the achievement of CoJ mission and vision. Develop policies, standards and guidelines to ensure effective institutional performance monitoring and evaluation and reporting city wide. **Key Performance Areas:** Develop tighter uniformity and synergy between strategy and M&E reporting and support informed decision-making by the executive; Develop monitoring and evaluation tools; Provision of content for reporting; Provide consolidated feedback to director i.t.o. cluster monitoring and evaluation, systems and information; Oversee the auditing of performance information; Ensure development of legislative compliance reports. **Leading Competencies:** Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

Contact Person: Tsholofelo Tihothomisang **E-Mail:** TsholofeloT@joburg.org.za
Tel No: (011) 407 6311 **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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: 06 August 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.

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THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

FAMILY ADVOCATE - LP7
REF NO: 19/VA38/NW
CENTRE: OFFICE OF THE FAMILY ADVOCATE
NW - MAFIKENG

SALARY: R763 212 - R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB Degree or recognised 4 year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5) years appropriate post qualification litigation experience; Fluency in Afrikaans will be added as an advantage; A valid driver's licence.

ENQUIRIES: Advocate OS Matjila (018) 462 1630/5

ASSISTANT DIRECTOR: ASSET MANAGEMENT
REF NO: 2019/41/MP
CENTRE: REGIONAL OFFICE, MPUMALANGA

SALARY: R 376 596 - R443 601 per annum. The successful Candidate will be required to sign a performance agreement.

REQUIREMENTS: A National Diploma and / or Bcom in Public Finance / Accounting / Economics / Public Administration or Management and other related qualification NQF 6; Minimum of three (3) years working experience in financial environment (Asset Management); A valid driver's license; Knowledge of Supply Chain Management Framework and Asset Management

ENQUIRIES: MS NC Maseko (013) 753 9300 Ext 224

COURT MANAGER
REF NO: 2019/69/GP
CENTRE: MAGISTRATE WESTONARIA

SALARY: R470 040 - R553 677 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence; Experience in the Court environment will be an added advantage;

ENQUIRIES: Ms RR Moabelo ((011) 332 9000

ESTATE CONTROLLER EC1, (02 POSTS)
REF NO: 19/104/MAS
CENTRE: MASTER OF THE HIGH COURT: JOHANNESBURG

SALARY: R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB degree or recognized four years legal qualification.

ENQUIRIES: Mr. C. Msiza (012) 315 4754

CLOSING DATE: 05 AUGUST 2019

Tel: 012 315 1111 Private Bag X81, Pretoria, 0001 Momentum Centre, 329 Pretorius Street, Pretoria www.justice.gov.za @DOJCD_ZA at DOJCD



Department: Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

GAUTENG DEPARTMENT OF EDUCATION

The Gauteng Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions as set out below:

For full view vacancy specification (requirements and duties) of all advertised posts, applicants may visit GDE website at: <https://www.gauteng.gov.za/Departments/DepartmentPublicationFilter> or www.gauteng.gov.za and www.dpsa.gov.za

DEPUTY DIRECTOR: IN-SCHOOL PROGRAMMES - (3 YEARS FIXED CONTRACT)

CHIEF DIRECTORATE: Human Capital Development
REF NO: HO2019/07/08
SALARY: R 733 257.00 per annum (All-inclusive package)
CENTRE: Head Office, GCRA
ENQUIRIES: Ms Belina Molaba Tel No: 011 355 1170

ASSISTANT DIRECTOR: IN-SCHOOL PROGRAMMES (X2 POSTS) - (3 YEARS FIXED CONTRACT)

CHIEF DIRECTORATE: Human Capital Development
REF NO: HO2019/07/10
SALARY: R 376 596.00 per annum Plus 37% in lieu of Service benefits
CENTRE: Head Office, GCRA
ENQUIRIES: Ms Belina Molaba Tel No: 011 355 1170

DEPUTY DIRECTOR: BURSARY MANAGEMENT - (3 YEARS FIXED CONTRACT)

CHIEF DIRECTORATE: Human Capital Development
REF NO: HO2019/07/09
SALARY: R 733 257.00 per annum (All-inclusive package)
CENTRE: Head Office, GCRA
ENQUIRIES: Ms Belina Molaba Tel No: 011 355 1170

ASSISTANT DIRECTOR: BURSARY MANAGEMENT (X2 POSTS) - (3 YEARS FIXED CONTRACT)

CHIEF DIRECTORATE: Human Capital Development
REF NO: HO2019/07/11
SALARY: R 376 596.00 per annum Plus 37% in lieu of Service benefits
CENTRE: Head Office, GCRA
ENQUIRIES: Ms Belina Molaba Tel No: 011 355 1170

CLOSING DATE: 12 August 2019

Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. All candidates for MMS positions will be required to undergo competency assessment, security clearance. 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 or posted to: HEAD OFFICE Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000. Enquiries: Ms Belina Molaba: TEL: (011) 355 1170**

PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s).

AMENDMENT: Please note that the following posts below which were advertised in The Star Newspaper dated 17 July 2019 with a closing date of 24 July 2019 the date has been amended to 02 August 2019. Deputy Chief Education Specialist: Labour Relations REF NO: TW2019/07/02, Deputy Chief Education Specialist: Labour Relations REF NO: JS2019/07/03, Deputy Chief Education Specialist: Labour Relations REF NO: HO2019/07/04, Senior Education Specialist: Labour Relations REF NO: JC2019/07/05, Senior Education Specialist: Labour Relations REF NO: SW2019/07/06, Senior Education Specialist: Labour Relations REF NO: JS2019/07/07.



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Call Centre: 0800 000 789
www.education.gpg.gov.za



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