



GAUTENG
LEGISLATURE
Your View -- Our Vision

The Gauteng Provincial Legislature is one of nine (Provincial Legislatures) in the country, which are a product of the extensive negotiations that gave shape to the 1996 Constitution. The Gauteng Provincial Legislature is empowered by the Constitution to make laws for Gauteng, oversee the work of the Provincial Government, and ensure that the people of the Province participate in matters of the running of their Province.

The Legislature has an Administration staff complement, which gives operational support to the work of Committees of the House.

The following positions are currently available at the Gauteng Provincial Legislature:

- Supply Chain Management Officer (20000067)
- Procurement Manager (20000047)
- Senior Information Officer (50001201)

Closing date for applications is 17 May 2018.

For more information on the Gauteng Provincial Legislature and to apply, log on to www.gpl.gov.za (link:<http://gpl.gov.za.careers/>)

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive results from such screening and vetting.

The Provincial Secretary of Gauteng Provincial Legislature reserves the right to approve or decline the appointment.

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PERMANENT POSITIONS

Branch: Group Strategy Policy Coordination & Relations
Deputy Director: Integrated Development Planning

Salary: R41 493.20 pm (basic salary excluding benefits)

Educational Requirements and Experience

- A Degree in Management or Planning or Development or related Discipline or commensurate qualification or experience (NQF level 7).
- At least eight (8) years relevant experience in planning within a large organization in either the Public or Private Sector;
- At least five (5) years' experience within senior management position and preferably within a Provincial or Local Government environment;
- Experience with Project Management within an organization;
- Knowledge of the policy framework of government and the regulation and legislation that drive it;
- Sound knowledge of strategy formulation and strategic planning in the public sector, including principle and practices;
- Excellent oral and written communication, interpersonal, negotiation and liaison skills and the ability to work in partnership with internal and external stakeholders;
- Sound knowledge of data analysis and evaluation, and ability to translate data into accessible reports for diverse audiences;
- Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation;
- Substantial strategic thinking, risk management and planning skills and experience, together with capacity to initiate or develop innovative solutions to often complex, multi-faceted issues and problems;
- Sound understanding of applying public administration principles and implementing contemporary management practices, particularly as they relate Integrated Planning functions;
- Principle and practices of administration and personnel management;
- Principle and practices of Project Management;
- Principle and practices of Municipal Budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Ability to handle the demands of various personality types;
- Maintain strong professional and positive demeanour;
- Computer literacy and negotiation skills required

Job Description:

The Deputy Director: Integrated Development Planning will be responsible for the coordination and management of integrated development planning processes in the City of Johannesburg, ensuring effective and efficient business planning; and link these to the delivery requirement for the Institutional Performance Management Systems to ensure effective service delivery. Manage human and financial resources allocated to the Sub-Unit. This will be achieved as the incumbent fulfils their role and responsibilities to:

- Drive and manage the processes of strategic planning in the City, which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System.
- Operationalize Corporate Strategy- Integrated planning policy and frameworks (Develop IDPs, SDBIPs and business plans).
- Briefing of Mayoral Committee, Council and Executive Management Team on strategic planning in the City, business planning and relevant processes
- Provide consolidated feedback to Unit Head: Integrated and Community Based Planning Unit in terms of the City's medium and short term planning and instruments.
- Dissemination of information citywide i.e. internal and external stakeholder liaison and communication;
- Coordinate strategic planning processes as they relate to community based planning;
- Management of public consultation and outreach processes
- Ongoing research and benchmarking to ensure best practice with regard to strategic planning in the City
- Business management of the sub-unit
- People management of the sub-unit

Contact Person: Sirelda de Klerk
E-Mail: Sireldad@joburg.org.za
Tel No: (011) 407 6800
Workplace: Traduna House, 14th floor

Branch: Group Strategy Policy Coordination & Relations
Director: Strategic Coordination & Management Support

Salary: R51 441.74 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Bachelor's Degree / NQF level 7 in Business Administration, Public Administration or Business Management.
- A Master's degree in Public Administration, Business Administration, Policy Development or related field is preferred.
- At least eight (8) years' experience or more in strategic administrative leadership (with a Bachelor's degree).
- Five (5) to eight (8) years' of experience in strategic administrative leadership (with a Master's degree).
- Proven track record of providing a strategic support service to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills.
- Ability to work with various levels of personnel in a fast paced environment.
- Experience in compiling and managing budgets.
- Excellent verbal and written communication skills.
- Previous experience in National/Provincial/Local Government Policy, Legislation and protocols.
- Business/Public administration or a closely related field and fiscal management experience involving payroll, purchasing and budgeting and supervisory experience, or an equivalent combination of education and experience.
- Must have a valid driver's license.

Job Description:

Provide strategic administrative leadership, analytical, human resource and business solution support and coordination of the core business unit functions' service delivery mandate.

Contact Person: Sirelda de Klerk
E-Mail: Sireldad@joburg.org.za
Tel No: (011) 407 6800
Workplace: Traduna House, 14th floor

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

Closing date: 15 May 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJ's EE Policy.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applications must contain at least 3 referees. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.



THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DIRECTOR: INTERNATIONAL LEGAL RELATIONS
REFERENCE: 18/52/CD

PACKAGE: R948 174 - R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) in International Law/Relations as recognised by SAQA/LLB; Experience in narrative report drafting, legal and academic research; At least 6 years' of relevant work experience of which 5 years must be at middle/senior managerial level; Knowledge of the Public Finance Management Act, 1999, prescripts and Regulations; A valid driver's licence.

ENQUIRIES: Ms M Kganyago (012) 315 1844

MASTER
REFERENCE: 18/51/MAS

PACKAGE: R948 174 - R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB Degree or 4 years recognised legal qualification (NQF level 7), 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporation Act, Trust Property Control Act and other relevant legislation; A valid driver's licence.

ENQUIRIES: Mr C. Msiza (012) 315 4754

DIRECTOR: ASSET MANAGEMENT:
(RE-ADVERTISEMENT: PREVIOUS APPLICANTS NEED TO RE-APPLY)
(12 MONTHS CONTRACT APPOINTMENT)
REFERENCE: 18/48/CFO

PACKAGE: R948 174 - R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A Degree in Financial Management, Asset Management field or equivalent (NQF level 7) as recognized by SAQA; 6 years' experience in Asset Management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector.

ENQUIRIES: Ms S. Bezuidenhout Tel: (012) 315 1090

DEPUTY DIRECTOR: CONTRACTS, LITIGATION RISKS AND PERFORMANCE (12 MONTHS CONTRACT APPOINTMENT)
REFERENCE: 18/49/CFO

PACKAGE: R657 558 - R774 576 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management (with strong emphasis on Contract Law) at NQF 6; At least 3 years working experience in the Contract Management and Supplier Performance Monitoring environment; Knowledge of SCM regulatory framework, PFM and relevant National Treasury prescript will be an added advantage; A Commercial or Contract law qualification will be an added advantage; A working knowledge of SCM government structures and Legal background will be an added advantages.

ENQUIRIES: Ms S Bezuidenhout (012) 315 1090

NOTE:

Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

CLOSING DATE: 21 MAY 2018

Tel: 012 315 1111 Private Bag X81, Pretoria, 0001 Momentum Centre, 329 Pretorius Street, Pretoria

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the doj & cd
Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA



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