ASSISTANT DIRECTOR: DISPUTE MANAGEMENT (X2 POSTS)
DIRECTORATE: DISPUTE MANAGEMENT
REF. NO: HO2016/08/34
SALARY: R311 784.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate 3-years Diploma/Degree in Labour Relations or related field. Minimum of 5 years in Labour Relations. Knowledge of legislations which include but not limited to: LRA, Employment of Educators Act; EEA; PSA;PSR;BCEA;SDA;COIDA;SASA. Knowledge of Collective agreements concluded at PSCBC; and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as In a team. Good written and verbal communication skills. Valid Driver’s license.
DUTIES: Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
ENQUIRIES: Mr P Selowa. Tel No: 011 355 1505

ASSISTANT DIRECTOR: STRATEGIC BENCHMARKING
DIRECTORATE: VOCATIONAL DEVELOPMENT PROGRAMME
REF. NO: HO2016/08/35
SALARY: R 311 784.00 per annum (Plus Benefits)
CENTRE: Gauteng City Region Academy - Marshall Town
REQUIREMENTS: An appropriate 3-years Diploma/Degree in Information Management / Business studies plus 3 years of relevant experience in analysing overall organizational performance and planning. Further experiences in supporting strategic planning processes; research and knowledge management and statistical processing experiences that support reports. Good interpersonal and organisational skills. Good communications skills (written and verbal). Advanced computer literacy (packages i.e. Microsoft Excel, Power-point, MS Word, Group wise internet etc.). Good research and analytical skills. Ability to adapt with teams and work independently. Willingness to occasionally work after hours when needed is a requirement.
DUTIES: Respond to organizational performance priorities within the assessment/evaluation framework for the business units within the department; Monitor and evaluate units performance; Develop, implement and manage the design of organisational performance reporting systems and databases; support units evaluation on issues of Departmental importance that cut across programmes; In-depth business unit’s performance assessment based on its quarterly /annual plan or strategic plan and drafts report thereon; Liaise with stakeholders regarding performance assessment matters; Conduct the overall performance of the GCRA directorates based on the departmental strategic, business and operational plan and draft report thereon; Support the strategic planning sessions for the department and prepare report on directorates performance.
ENQUIRIES: Dr Anthony Naidoo, Tel no: 011 556 9036

ASSISTANT DIRECTOR: INTEGRATED MANAGEMENT AND LEADERSHIP DEVELOPMENT (X2 POSTS)
DIRECTORATE: Integrated Management and Leadership Development Strategy
REF. NO: HO2016/08/36
SALARY: R 311 784.00 per annum (Plus Benefits)
CENTRE: Gauteng City Region Academy - Marshall Town
**REQUIREMENTS:** An appropriate 3-years Diploma/Degree in Human Resource Development, or relevant equivalent to Human Resource Development. Three to five years’ experience in the sphere of human resource development. Working knowledge of human resource development legislation, regulations and policies, and skills development best practices. Working knowledge of the Public Financial Management Act and Treasury Regulations. Communication (Verbal and written) and project management skills. Proven skill in needs analysis in human resource development, implementation of development solutions, learning monitoring and evaluation, and administration of learning and learning support. A valid driver’s licence is required.

**DUTIES:** The position focuses around planning and organising the required resources for the delivery of management and leadership development interventions; communication with client departments and learners in interpretation of learning and development needs; Support in the development of initiatives, execute coordination, provisioning, administration, and learner support to management and leadership development interventions; The rendering of learning and learner administration; and monitoring and evaluation of interventions.

**ENQUIRIES:** Mr J Hanekom, Tel no.: 011 556 9000

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**ASSISTANT DIRECTOR: TECHNICAL SUPPORT SERVICES**

**DIRECTORATE:** IT Support Management  
**REF. NO:** HO2016/08/37  
**SALARY:** R 311 784 00 per annum (Plus Benefits)  
**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate recognised three years tertiary qualification or equivalent qualification in Information Technology, plus 3 years in an IT working or relevant experience in IT, MCSE & ITIL certified qualification will be an added advantage, Knowledge & Skills: Client orientation and good customer skills. Knowledge of legislative frameworks within the Public Sector will be an added advantage, technical and interpersonal skills. Report writing, good verbal and written communication skills. Good problem solving and analytical skills, ability to work under pressure, take initiative, work with minimum supervision and as part of the team, supervisory skills. A valid South Africa driver’s license.

**DUTIES:** Provide technical advice and support for the user base of the Department and manage LAN and WAN connectivity. Support and maintain day to day operational issues on LAN, and WAN and desktop environment for GDE Institutions to ensure stable and efficient environment. Manage all ICT incidents and problems. Assist the helpdesk. Supervise the technical Support team to ensure stable and efficient environment (Institutions). Liaise between management and users. Attend effectively and timeously all the user complaints. Analyse problems and identify trends and take appropriate preventative action, provide technical support to the technical team. Report on state of IT usage from all institutions. Administer and support GDE user base, produce regular management reports on incidents and problem management.

**ENQUIRIES:** E. Motshwaedi, Tel no.: 011 355 0668

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**ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING**

**SUB DIRECTORATE:** Transversal Human Resource Services  
**SECTION:** Human Resource Provisioning  
**REF. NO:** TW2016/08/38
SALARY: R311 784.00 per annum (Plus Benefits)
CENTRE: Districts – Tshwane West,
DUTIES: Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Coordinate the development of job descriptions for Districts and ensure the submission at Head Office. Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.
ENQUIRIES: Ms Salamina Letoaba, Tel no.: 012 726 1451.

ASSISTANT DIRECTOR: SAFE SCHOOLS MANAGEMENT (X 10 POSTS)
DIRECTORATE: Security and Safe Schools Management
SALARY: R 311 784 per annum (Plus benefits)
REQUIREMENTS: An appropriate, recognized three year tertiary qualification in Safety Management/ Security Management/ Policing/ Teaching Qualification (REQV 13) or equivalent qualification plus 3 to 5 years’ experience in the occupational and health management, security
management, law enforcement management, environmental management, forensic investigations or disaster management. Good communication and stakeholder liaison skills. Proven experience in School Safety Committees the development, promotion and implementation of School Safety Programmes as per GDE school safety strategy. A thorough knowledge of legislations and regulations in public education. Ability to work across multiple projects and programmes and capability to report verbally and in writing. A valid driver’s licence

**DUTIES:** Conduct safety awareness campaigns and address safety talks with school learners. Offer leadership in organizing behavioural camps for learners and manage school patroller programme. Undertake safety audits and monitor safety compliance in schools. Lead and coordinate substance abuse and road safety management to school learners in need thereof. Ability to communicate at all managerial levels. Organize and plan meetings, record and action the proceedings of strategic tasks into line function responsibilities as directed by the Director. Coordinate and track correspondence and tasks in the Directorate as may be required. Ability to compile submissions. Ability to compile and ensure that reports are received and sent out on time. Demonstrable ability to compile monthly and quarterly reports for the effective monitoring and tracking of activities within the Directorate and the District offices. Oversee office general management and supervise subordinates.

**ENQUIRIES:** Mr. Zondi Nkuna. Tel. no: (011) 355 0019

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**ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS**

**DIRECTORATE:** Performance Management and Development

**REF NO:** HO2016/08/48

**SALARY:** R 311 784 per annum (Plus benefits)

**CENTRE:** Head Office

**REQUIREMENTS:** An appropriate three year Diploma/ Degree in Human Resources Management/ Development plus relevant of 3-5 years of experience in performance management and knowledge of the operations of employee performance management. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of Performance Management Systems used within GDE. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge essential. Strong verbal and written communication required. The ideal candidate must have the necessary skills (computer skills, verbal and written communication). Manage projects independently, report writing, interpersonal relationship, to facilitate and ensure performance.

**DUTIES:** The incumbent will be part of a team of specialists to manage the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance with all performance management policies, regulations and guidelines. Set up systems of implementation for PMDS-PS & SMS. Capturing of scores onto Persal and Head Office database. Moderation of scores and evidence. Facilitate the implementation of performance management system outcomes. Develop software programmes for the capturing of scores. Complete and analyse reports from districts. Design and co-ordinate all monitoring processes for performance management systems moderation and verification. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS scores and SMS. Establish linkages between the Performance Management Directorate, other Directorates, GDF and relevant stakeholders. Do statistical analysis of reports. Perform other related duties as assigned.

**ENQUIRIES:** Ms. Motshedisi Ramohloki. Tel. no: (011) 355 0102

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**ASSISTANT DIRECTOR: OFFICE STAFF TRAINING AND LEARNERSHIP**

**DIRECTORATE:** Performance Management and Development
REF NO: HO2016/08/49
SALARY: R 311 784 per annum (Plus benefits)
CENTRE: Head Office
DUTIES: To co-ordinate the allocation of bursaries. To co-ordinate bursary Administration. To co-ordinate Employee Induction and Compulsory Induction programme. To implement Internships and Learnership programmes. To co-ordinate office staff training and development (OSTD). To co-ordinate Adult Education and Training programme. To co-ordinate Leadership programmes.
ENQUIRIES: Ms. Motshedisi Ramohloki. Tel. no: (011) 355 0102
POST: PHYSICAL RESOURCE PLANNER (6 POSTS)
DIRECTORATE: Infrastructure Planning and Property Management
SALARY: R 311 784 per annum (Plus benefits)
REF NO: HO2016/08/53 (x3)
REQUIREMENTS: An appropriate, recognized 3 year Tertiary qualification plus 3 -5 years’ relevant experience focusing on education planning. KNOWLEDGE: Understanding of the South African Schools Act and Regulations, spatial planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, DoRA. SKILLS: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.
DUTIES: Provide physical resources planning inputs to the User Asset Management Plan and budget. Conduct needs assessments to determine the need for new and additional school infrastructure. Conduct assessments of schools’ infrastructure to update the National Education Infrastructure Management System (NEIMS) from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums
ENQUIRIES: Mr. T du Plessis. Tel. no: (011) 355 0125/0800
ASSISTANT DIRECTOR: PROPERTY MANAGEMENT
DIRECTORATE: Physical Resources Planning and Property Management
REF. NO: HO2016/08/54
SALARY: R 311 784.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

DUTIES: Make inputs to the acquisition and disposal of immovable assets. Undertake all deeds or GIS searches to validate size, zoning and ownership of sites before planning for buildings are finalized. Update the register of sites allocated to Education. Implement actions to keep sites clean and to prevent illegal occupation. Administer Section 14 schools. Assist to interpret leases and identify suitable buildings for GDE and its entities (districts, GCRA, teacher centers, etc). Administer lease payments. Make inputs to the preparation of guidelines on the use of utilities by schools. Manage performance and development of employees. Implement quality control of work delivered by employees. Maintain discipline.

ENQUIRIES: Mr Mahlako Mmola  
Tel. No: (011) 355 0366

ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES
DIRECTORATE: Office of the HOD
REF. NO: HO2016/08/55
SALARY: R 311 784.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg


DUTIES: Provide executive secretariat services to senior management meetings initiated by the Office of the HoD. Request and consolidate inputs for year calendar of Executive meeting. Inform various internal and external stakeholders about formal decision making structures in the department. Provide secretariat support services in meetings as per the HoD’s request. Arrange logistics for internal and external meetings i.e. boardroom, data projector, laptops, tea and lunch etc. Analyse various input documents and consolidate such documents in executive summary reports for consideration. Compile agendas for formal decision making structures in consultation with relevant role players and distribute agendas within required time frame. Ensure that resolutions are followed up and reported thereon to the HoD. Provide an effective and efficient follow up system for the implementation of recommendations and resolutions emanating from management meetings. Participate in the facilitation of processes to ensure that all reports and resolutions emanating from management meetings and forums are implemented and provide regular feedback to the Head of Department. Participate in the development and maintenance of a decision tracking grid. Participate with the implementation and maintenance of effective and efficient administrative systems and procedures within the Office of the Head of Department. Participate in the development, implementation and maintenance of internal filing system for the Unit in terms of the departmental filing system prescripts. Participate with the development, implementation and maintenance of a correspondence tracking system for all office correspondence. Keep a complete manual and electronic record of meetings (agendas, minutes, attendance register, and hand-out documents). Participate in the provision of administrative support to the HoD’s office Prepare and provide briefing documentation. Prepare and provide briefing documentation to Chairperson. Prepare a checklist for presentations. Receive and package...
presentations. Update decision-tracking grid. Summary of written apologies. Ensure that necessary document are received and packaged timeously. Co-ordinate the provision and monitoring of high level professional secretariat support services request and consolidate inputs for Year Calendar of Executive meeting.

ENQUIRIES: Ms. Winnie Radzilani Tel. No: (011) 843 6610

ASSISTANT DIRECTOR: GRAPHIC DESIGNER
DIRECTORATE: Internal Communication
REF NO: HO2016/08/56
SALARY: R311 784.00 per annum (plus benefits)
CENTRE: Head Office
DUTIES: Design product for events and exhibitions such as backdrops, pull ups, tear drops and cluster banners. Design programmes and other related products for departmental use (Head Office and Districts). Have good communication skills, be a team player, fast, accurate and be able to work well under pressure, pay attention to detail, well organized, self-confidence and good eye for detail.
ENQUIRIES: Ms. Moipone Komane. Tel No: (011) 843 6735

ASSISTANT DIRECTOR: MEDIA RELATIONS
DIRECTORATE: External Communication
REF NO: HO2016/08/57
SALARY: R311 784.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate three year Diploma/ Degree in Journalism/ Communication/ Public Relations/ Marketing plus 3 years’ experience in government communication. Knowledge of Government Communication, Communication theories, Government regulation and Acts, Computer Software and Ability to compile official reports. SKILLS: Verbal and writing skills, Good Communication Skills, Computer Skills, Report Writing and Presentation Skills, Organising Function and events, Research and data analysis, and Ability to work under pressure and in a team.
DUTIES: Participate in the development of communication strategies for key departmental programmes/ campaigns. Develop plans (broadcast and print) in relation to MEC’s media engagements as and when required. Arrange all media events i.e. press conferences, MEC’s site visits etc. Draft media alerts and statements. Manage daily media enquiries and timeous responses, Participate in the media monitoring processes. Assist with the development of proactive communication of departmental activities. Develop social media strategy; Update all social media platforms (twitter, Facebook & Instagram) on a daily basis. Monitor social media posts, respond to enquiries and follow up on responses. Attend all key departmental activities and ensure stakeholders are updated/informed in all platforms. Research and keep abreast of social media trends and advise accordingly.
ENQUIRIES: Obakeng Boya. Tel No: (011) 355 0368

ASSISTANT DIRECTOR: ICT TRAINER (X2 POSTS)
DIRECTORATE: Programme Management
REF NO: HO2016/08/58
SALARY: R311 784.00 per annum (plus benefits)
**CENTRE:** GCRA, Head Office, Johannesburg  

**REQUIREMENTS:** An appropriate Bachelor’s Degree or equivalent recognized qualification at NQF Level 6 with relevant experience in training and development. Three years’ training experience in IT related programmes (MS Suite). An understanding of Government policies, procedures and processes. Extensive understanding of Human Resources Development (HRD) and Skills Development Legislation plus application. **Key Competencies:** Facilitation Skills; Public Speaking; Presentation Skills; Assessor Skills; and Strong Microsoft Office Skills. IT Qualification or MS Windows and MS Office Certificate, e.g. ICDL, will be an added advantage. Assessor qualification and a valid drivers’ license are a compulsory requirements.  

**DUTIES:** Facilitate the delivery of outcomes based training programmes and ICT Training; Support learners in the compilation of Portfolios of Evidence (PoE); Conduct formative and summative assessment; review learning material; Research, develop and contextualize training according to the needs of the client; Review training material to meet the needs of the client; provide aftercare support to clients.  

**ENQUIRIES:** Lydia Phehla. Tel No: (011) 556 9001

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**ASSISTANT DIRECTOR: PROGRAMME MANAGEMENT**  
**DIRECTORATE:** Programme Management  
**REF. NO:** HO2016/08/59  
**SALARY:** R311 784.00 per annum (plus benefits)  
**CENTRE:** GCRA, Head Office, Johannesburg  

**REQUIREMENTS:** An appropriate 3 year Bachelor’s Degree/National Diploma. Candidate should have at least three (03) years relevant experience in Skills Development, Human Resources Development (HRD) and Education, Training and Development (ETD). Good understanding of the Skills Planning Processes and Public Service HRD processes and reporting. Demonstrate knowledge of relevant legislative frameworks, policies and procedures pertaining to Skills development/HRD/Training and Development. Project Management Qualification will be an added advantage. Demonstrated knowledge and understanding of Computer Literacy is mandatory. **SKILLS:** Good analytical thinking skills. Excellent communication skills both written and oral, report writing skills, strong organisational and problem solving skills. Excellent Management Skills including but not limited to People Management, Financial Management, Project Management, Stakeholder Management and Monitoring and Evaluation. Knowledge and Understanding of Skills Audit processes. Valid Driver’s license is compulsory.  

**DUTIES:** The successful candidate will be responsible for HRD support to all the Gauteng Provincial Government Departments (GPG) and monitoring and evaluation of HRD compliance by Departments (including conducting HRD compliance surveys). Coordinate HRD Governance Structures including but not limited to the Provincial Skills Development Forum (PSDF), Provincial HRD Steering Committee, and the Human Resources Council. Compile relevant HRD reports on a monthly, quarterly and annual basis. Consolidate an annual Provincial HRD Report. Analyse Departmental Workplace Skills Plans (WSP) and Annual Training Reports. Liase with Training and Development Providers, Sector Education and Training Authorities (SETAs), Department of Public Service and Administration (DPSA) and the National School of Government (NSG) on matters of HRD and Skills Development in the Province.  

**ENQUIRIES:** Lydia Phehla: 011 556 9001

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**ASSISTANT DIRECTOR: PROJECT & BURSARY COORDINATOR**  
**DIRECTORATE:** Vocational Development Programme  
**REF NO:** HO2016/08/60
**SALARY:** R311 784.00 per annum (plus benefits)

**CENTRE:** GCRA, Head Office, Johannesburg

**REQUIREMENTS:** An appropriate three years Bachelor’s degree/National Diploma in Human Resource Management/Human Resource Development or Project Management or Business/Financial Management. Candidate should at least have three (3) years relevant experience in skills development and SMME development. Good understanding of post schools education and training sector including TVET education, skills development, enterprise development, technical and vocational training issues; Demonstrate knowledge of relevant legislative frameworks, policies and procedures pertaining to skills development/HRD including and not limited to Public Service Act, PFMA, QCTO, NSDS III, NAMB; Excellent communication skills both written and oral, report writing, skills, strong organisational and problem solving skills; Ability to develop and maintain positive relationships with stakeholders, both internal and external. A valid driver’s license

**DUTIES:** The successful candidate will be responsible for the developmental and alignment of training interventions with strategic objective of the Department, Coordinate training and development activities to ensure and integrated approach to human resource development and supervise the implementation of the Learnership, Apprenticeship, TVET bursaries, Skills Programme, Internship and SMME programmes. Candidate should also be able manage, develop and implement the workplace skills plan in line with Industry requirements, act as a liaising person between the SETA’s and department. Prepare progress reports; organise and lead meetings, manage projects steering committee activities.

**ENQUIRIES:** Palesa Matseba. Tel No: (011) 556 9016

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**ASSISTANT DIRECTOR: BURSARY MANAGEMENT**

**DIRECTORATE:** Talent Management & Innovation

**REF NO:** HO2016/08/61

**SALARY:** R311 784.00 per annum (plus benefits)

**CENTRE:** GCRA, Head Office, Johannesburg

**REQUIREMENTS:** A Degree/National Diploma in Human Resource Development/Human Resource Management/ Management of Training or appropriate three-year tertiary qualification (or equivalent qualification) with minimum of 3 years relevant experience in HRD environment and comprehensive knowledge of skills development legislation. Human resource development experience. Bursary administration knowledge and experience. Must have sound knowledge of National qualification framework. Sound knowledge of all relevant national and provincial strategies in relation to skills development. Good organizational and communication skills. Report writing and analytical skills. Sound understanding of PFMA. Computer literate. Good interpersonal skill. A post-graduate qualification will be on added advantage. A valid drivers’ license is a requirement.

**DUTIES:** Coordinate the effective implementation of the bursary policy and related programmes. Coordinate the bursary and learner management system and monitor bursaries by providing student support through regular follow up and progress reports. Ensure the dissemination of information to all relevant stakeholders regarding bursaries. Ensure the effective running of the Bursary committee. Ensure effective marketing of the Career development and Bursary programme to the public and all relevant stakeholders. Facilitate the signing of bursary contracts with external reporting. Liaise with institutions of higher learning regarding student progress and payments. Preparation of expenditure reports on funded learners. Communicate with stakeholders. Manage student records and files. Manage the new applications and renewals. Manage the processing of bursary payments for Institutions and bookshops. Manage the maintenance of data / bursary records. Provide progress reports on quarterly basis.
ENQUIRIES: Ms. Nonkululeko Mdlela. Tel No: (011) 556 9007

ASSISTANT DIRECTOR: PROJECT COORDINATOR
CHIEF DIRECTORATE: Human Capital Development
REF NO: HO2016/08/62
SALARY: R311 784.00 per annum (plus benefits)
CENTRE: GCRA, Head Office, Johannesburg
REQUIREMENTS: A Degree or Diploma in Human Resources/Financial Management/Public Management/Project Management plus the following competencies good communication skills (verbal and written), decision making skills, relationship building, teamwork, problem solving, stakeholder relations management, report writing skills, analytical skills. A Valid Code B driver’s license. 2-5 years’ experience supporting project managers in the delivery of skills development projects in the public service.
DUTIES: Coordination and facilitation of human capital development projects in the Gauteng Province. Sourcing unemployed youth in the Gauteng Province. Facilitation of youth placement in the industry and within GPG Departments. Monitoring and Evaluation of trainings at workplace and training centres. Assist the PM in the drafting and issuance of project proposals, RFP’s, tenders, budget, cash flows and preliminary schedules. Attend client meetings and assist with determination of project requirements. Effectively and accurately communicate relevant project information to project team and management. Review field inspection report from service providers throughout the lifecycle of the project. Keep Project Manager (PM) and others informed about the project status and issues that may impact client relation.
ENQUIRIES: Ms. Elizabeth Ntlatleng. Tel No: (011) 556 9092

SENIOR STATE ACCOUNTANT (X4 POSTS)
REF. NO: HO2016/08/64
DIRECTORATE: School Financial Management & Governance
SALARY: R262 272.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized 3-year Tertiary Qualification or equivalent Qualification in National Diploma, Accounting, Public Administration, Financial Administration plus at least 3-5 years relevant working experience in finance. Working knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Computer Literacy (Ms Word, Excel, Access, PowerPoint and Publishers, BAS, SAP). Inter-personal relations. Verbal and Non-verbal communication, Team work, Ability work under pressure.
DUTIES: Payment for all Section 20 schools Municipality Accounts in Gauteng. Prepare payment to Municipalities for all section 20 Schools, Follow up on all payments made to municipalities in the cluster, Request ageing analysis from different municipalities in the cluster. Quantity: All section 20 schools in Gauteng. Duration: Monthly. Cost: As per unit budget. Monitoring of municipal payments for section 21 schools. Request Monthly reconciliation from Districts for section 21 schools Municipal Payments, Assist Schools who cannot adhere to their Municipal obligation. Quantity: All section 21 schools in Gauteng. Duration: Monthly. Cost: As per Unit Budget. Audited Financial Statements for Public Ordinary and LSEN Schools. Collate Audited Financial Statements from Schools, Analysed Audited Financial Statements for the Departments Public Ordinary and LSEN School, Ranked Audit outcomes of the Audited Financial Statements per School. Quantity: All POS and LSEN schools in Gauteng. Ensure compliance in terms of school fee exemption policy. Time:
August. Cost: As per Unit budget. Attend to municipal queries. Attend and resolve all the municipal queries. Quantity: All Municipal departments and district offices. Duration: Daily/Weekly/ Monthly. Cost as per unit budget.

**ENQUIRIES**: Mr. Sabani Sadiki. Tel. No: (011) 355 0089

**CLOSING DATE**: 07 September 2016

The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. 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. Certification must not be older than 6 months.

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 or Districts where the post exist. Refer to the attached list:

**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.

**DISTRICTS AND HEAD OFFICE ADDRESSES**

<table>
<thead>
<tr>
<th>DISTRICT EKURHULENI NORTH [EN]:</th>
<th>DISTRICT EKURHULENI SOUTH [ES]:</th>
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<tbody>
<tr>
<td>Physical Address: 78 Howard Avenue, Munpen Building, BENONI</td>
<td>Physical Address: Infinity Office Park, Private Bag X8001 Alberton Meyersdal, ALBERTON 1450</td>
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<tr>
<td>Postal Address: Private Bag X059, Benoni, 1500</td>
<td>Enquiries: Xolani Kheswa TEL: (011) 389-6034</td>
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<tr>
<td>Enquiries: Emily Mochela TEL: (011) 746-8190</td>
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<tr>
<th>DISTRICT SEDIBENG WEST [SW]:</th>
<th>DISTRICT GAUTENG NORTH [GN]:</th>
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<tbody>
<tr>
<td>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG</td>
<td>Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA</td>
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<tr>
<td>Postal Address: Private Bag X067, Vanderbijlpark 1900</td>
<td>Postal Address: Private Bag X75 Pretoria, 0001</td>
</tr>
<tr>
<td>Enquiries: Ema Rust TEL: (016) 594 9207</td>
<td>Enquiries: Alfred Phaswana TEL: (012) 846-3635</td>
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<tr>
<th>DISTRICT GAUTENG WEST [GW]:</th>
<th>DISTRICT JOHANNESBURG CENTRAL [JC]:</th>
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<tbody>
<tr>
<td>Physical Address: Corner Boshoff &amp; Human Street, KRUGERSDORP</td>
<td>Physical Address: Corner Morola &amp; Chris Hani Road, Soweto College, PIMVILLE</td>
</tr>
<tr>
<td>Postal Address: Private Bag X2020, Krugersdorp 1740</td>
<td>Postal Address: P. O. Box 900064, Bertsham, 2013</td>
</tr>
<tr>
<td>Enquiries: Louisa Dhlamini TEL: (011) 660-4581</td>
<td>Enquiries: Rendani Nemukula TEL: (011) 983 2231</td>
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<th>DISTRICT JOHANNESBURG EAST [JE]:</th>
<th>DISTRICT JOHANNESBURG NORTH [JN]:</th>
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<tbody>
<tr>
<td>Physical Address: 142/144, Fourth &amp; Elizabeth Street, Parkmore, SANDTON</td>
<td>Physical Address: Corner Biccard &amp; Jorrison Street FNB Building, BRAAMFONTEIN</td>
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<tr>
<td>Postal Address: Private Bag X9910, Sandton, 2146</td>
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<tr>
<td>Enquiries</td>
<td>TEL: (011) 666-9109</td>
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<tr>
<td>Elizabeth Moloko</td>
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<td><strong>DISTRICT JOHANNESBURG SOUTH [JS]:</strong></td>
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<td>Physical Address</td>
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<tr>
<td>Postal Address</td>
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<td>Enquiries: Patrick Sesane</td>
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<td><strong>DISTRICT TSWANE NORTH [TN]:</strong></td>
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<td><strong>DISTRICT TSWANE SOUTH [TS]:</strong></td>
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<td>Physical Address</td>
<td>President Towers Building, 265 Pretorius Street PRETORIA</td>
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<td><strong>DISTRICT TSHWANE WEST [TW]:</strong></td>
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<td>Enquiries: Salamina Letoaba</td>
<td>TEL: (012) 725 1451</td>
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<td><strong>HEAD OFFICE [HO]:</strong></td>
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<td>Physical Address</td>
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<tr>
<td>Postal Address</td>
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<tr>
<td>Enquiries: Hector Tsosane</td>
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