POST: DEPUTY DIRECTOR
DIRECTORATE: OFFICE OF THE MEC
REF. NO: HO140835

NB. The attached advert was released with a wrong REF. No. The correct REF No: is HO140835

SALARY: TOTAL COST TO COMPANY: **R598 758.00** per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance.

**NATURE OF APPOINTMENT:** Contract which is linked to the term of office of the MEC

**CENTRE:** Head Office, Johannesburg


**DUTIES:** Manage and oversee the provisioning of an effective and efficient office support services to all components in the Office of the MEC and the MEC inclusive of transport arrangements; accommodation; budget planning, consolidation, administration and reporting; cleaning services; messenger services; payment and contract administration; registry services; stationery and equipment provisioning; and asset management. Develop and ensure the implementation of an effective and efficient office management support system enabling the office of the MEC to fulfil their statutory and political obligations optimally. In consultation with relevant stakeholders, develop Annual Performance Plan for the Office of the MEC. Submit the final Annual Performance Plan to the Chief Financial Officer and the Accounting Officer for approval. Report on the quarterly performance of the Annual Performance Plan. Provide advice and guidance on all transversal support matters to officials within the Office of the MEC, Chief of Staff and MEC in line with relevant legislative mandates. In line with the Budget Expenditure Report from the Chief Financial Office, advise the Office of the MEC, Chief of Staff and MEC on the status of the Budget. Ensure Departmental Supply Chain Management Procedures and Prescripts are followed to avoid.

**ENQUIRIES:** Dan Mametse  Tel No: (011) 355-0368

**CLOSING DATE:** 29 August 2014

Applications should be on Z83 form, signed and dated with comprehensive CV which should include full particulars of training, qualifications, skills, competencies, knowledge & experience. A certified copy of your identity document, driver’s license and qualifications must be attached. **Certifying stamp older than six months will not be accepted.** The specific reference number of the post must be quoted.

NB! GDE cannot be held liable nor responsible for not considering/processing incomplete/incorrect applications/or which reach their destination after the closing date referred below. Posted applications Head Office will only be accepted if they have a post office stamp dated within the period of advertisement i.e. before or on 29 August 2014.

applications should be hand delivered at Head Office (111 Commissioner Street) at the Security entrance from Friday 22 August, 2014 to, Friday 29 August, 2014 between 08:00 and 16:00 daily. Postal address:  P.O.Box 7710, Johannesburg 2001