**DIRECTOR OFFICE OF THE HOD**

**(5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

**DIRECTORATE: Head of Department**

**REF: NO: HO2016/02/01**

**SALARY: R864 177.00 per annum (All-inclusive remuneration package of which a Portion could be structured within applicable rules, according to the individual’s needs).**

**CENTRE: Head Office, Johannesburg**

**REQUIREMENTS:**

An appropriate three (3) years’ qualifications. A minimum of five (5) years’ experience at Middle/ Senior Management level. Sound and in-depth knowledge of relevant prescripts, application of resources as well as an understanding of the legislative framework and variety of work ranges and procedures governing the Public Service. Skills: Good verbal and report writing skills. Strong leadership skills and qualities. Strategic planning and management. Communicate with Office of the MEC, DDG’s, Chief Directors, Directors, Provincial / National Departments. Valid driver’s license.

**DUTIES:**

Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide secretariat support services to the Head of Department. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the MEC. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Ensuring that the HOD’s diary, year plan and decision notices are effectively managed. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD.

**ENQUIRIES:**

Head Office – Mr. Lesiba Kgobe, at tel: (011) 355 0368

Note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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**PERSONAL ASSISTANT (x2 POSTS)**

**DIRECTORATE: Office of the HOD REF: NO: HO2016/02/02**

**BRANCH: Office of the CFO REF: NO: HO2016/02/03**

**SALARY: R196 278.00 per annum (Plus Benefits)**

**CENTRE: Head Office, Johannesburg**

**REQUIREMENTS:**

A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy ( packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement.

**DUTIES:**

Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

**ENQUIRIES:**

Mr Lesiba Kgobe, at tel: (011) 355 0368

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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: Physical address: 111 Commissioner Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**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.

**CLOSING DATE: 19 FEBRUARY 2016**