POST: DIRECTOR: SCHOLAR TRANSPORT
DIRECTORATE: Scholar Transport
REF. NO: 2013/10/001
SALARY: R771 306.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). 5 year fixed contract. The successful candidate will be required to undergo competency assessment, security clearance and sign a performance agreement.
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate, recognized three year degree plus a minimum of at least 3-5 years' experience at a middle management level in the relevant environment. Extensive working knowledge of public sector, particularly education sphere; South African Constitution, Relevant Education Acts, Knowledge of Health Management Systems, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Intergovernmental Relations Framework Act, Public Service Amendment Bill, Transport, traffic and related matters. Be able to communicate at all levels of the department, other Departments, Service providers, etc. Prepared to work under pressure and beyond normal working hours. Skills: People's Management, Excellent verbal and written communication, Good interpersonal relations, Planning, analysis, conceptualizing and problem solving, Project and Financial management, Facilitation, Research and data analysis. Computer. Time management. Customer relations management. Analytical and quantitative; Interpretation of legislation; Strategic development, direction, planning and management. Policy analysis and development; Negotiation and Decision making, Networking, Report Writing; and Conflict management. Valid driver's license.
DUTIES: Manage the development of strategies that are in line with the “single window package” for poor youth in the province. Manage an effective implementation of scholar transport scheme in the Department. Manage the development of strategies for scholar transport. Manage the development of scholar transport related policies and procedures and ensure the implementation thereof. Ensure that research is conducted on National and Provincial Frameworks, Policies, Procedure Manuals and best practices. Ensure that policies & relevant information or documents are published on the infranet, as and when they are approved. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department as well as implementation of good governance. Provide and maintain financial management systems that will enable the Directorate to comply with the imperatives set by the PFMA. Provide general supervision requirements.
ENQUIRIES: Head Office – Ms. T. Thamane. Tel No: (011) 355 0368
POST: DIRECTOR
Directorate: Special Investigation
REF. NO: 2013/10/002
SALARY: R771 306.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). 5 year fixed contract. The successful candidate will be required to undergo competency assessment, security clearance and sign a performance agreement.
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate, recognized relevant degree plus a minimum of at least 3-5 years’ experience at a middle management level in the relevant environment. Extensive working knowledge of public sector, particularly education sphere; South African Constitution, Relevant Education Acts, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Intergovernmental Relations Framework Act, Public Service Amendment Bill. Able to communicate at all levels of the department and other departments and stakeholders. Prepared to work under pressure and beyond normal working hours. Skills: People's Management, Good verbal and written communication skills, Investigation skills, Good inter-personal relations skills. Planning, analysis, conceptualizing and problem solving skills. Change management skills. Project and Financial management. Facilitation skills. Time management. Customer relations management skills. Analytical and quantitative skills; Interpretation of legislation; Strategic development, direction, planning and, Management. Policy analysis and development; Negotiation skills and Decision making; Networking, Report Writing; and Conflict management. Supervisory skills. Valid driver’s license.
DUTIES: Ensure that investigations are conducted within the confines of the law. Ensure interventions are conducted to promote improved performance. Develop education governance capacity. Respond to flash points on the instructions of authority to stabilize the situation. Monitor School effectiveness. Develop monitoring mechanisms. Provide advice and guidance in respect of all services, policies, systems and development. Provide reports on the overall planning and functioning of the Directorate. Provide support to the Senior Management within the Branch. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Provide and maintain financial management systems that will enable the Branch to comply with the imperatives set by the PFMA. Designing and application of the functional policies and procedures. Providing general supervision requirements.
ENQUIRIES: Head Office – Mr. D. Mamatse. Tel No: (011) 355 0368
CLOSING DATE: 04 NOVEMBER 2013
We welcome applications from persons with disabilities. The Provincial Government of Gauteng is committed to achievement and maintenance of diversity and equity in employment, especially of race, gender and disability. All applications must be accompanied by a comprehensive CV.
Applications must be submitted on form 283, obtainable from any public service department or from the website, which must be completed in full. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Certification must be 3 months old.
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 a 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.