

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. The candidate must take note of: It is intended to promote representativeness through the filling of this post and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference.***

- APPLICATIONS** : Manual applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: <https://professionaljobcentre.gpg.gov.za/>
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applications should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed CV. Only shortlisted candidates will submit certified documents. General information: Shortlisted candidates must be available for virtual interviews at a date and time determined by e-GOV, candidates preferring physical interviews will travel at own cost. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**MANAGEMENT ECHELON**

- POST 03/167** : **CHIEF DIRECTOR: APPLICATIONS (PERMANENT) REF NO: REFS/016005**  
Chief Directorate: Applications
- SALARY** : R1 308 051 - R1 563 948 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree in IT, Computer Science or equivalent NQF level 7 related qualification. At least 10 years' experience in Applications Development and Project Management. 5 years' experience in a Senior Management position, ideally managing an Information Technology service unit. Three or more full project implementation. Vast ICT technical knowledge. Knowledge and understating of ERP business practices and protocols. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills.

<b><u>DUTIES</u></b>	:	People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
	:	Provide System Application Products solutions support as the transversal system with Gauteng Provincial Government. Work closely with executives in mapping business requirements to the Enterprise Resource Planning team's operations plan. Ensure that the annual performance plan is executed efficiently and effectively and within budget. Input to the development of ICT strategy. To be the liaison between the e-Government Department and to market the usage of the Enterprise Resource Planning solution in the Gauteng Provincial Government. To demonstrate value derived from the investments in applications.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/168</u></b>	:	<b><u>DIRECTOR: APPLICATIONS COMPETENCY CENTRE (PERMANENT) – REF NO: REFS/016006</u></b> Directorate: Information Communication Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg Bachelor's Degree in IT or equivalent NQF level 7 related qualification. At least 10 years ERP experience. At least 5 years at middle management level. Three or more full project implementation. ICT technical knowledge. Communication skills.
<b><u>DUTIES</u></b>	:	Provide support of the SAP authorization function. Provide support of the SAP Finance and Cost Control (FI/CO) and PTP solution. Provide support of the SAP CRM and HRM solution. Provide support and maintenance of the SAP technical infrastructure. Ensure development of new user application requirements, enhancements and reports Work closely with executives in mapping business requirements to the ERP teams' operations plan. To manage the ERP team's strategy and operations plan. To ensure that the Operations Plan is executed efficiently and effectively and within budget. To be the liaison between the E-GOV and SAP. To market the usage of the ERP solution in the GPG. To plan the projects that the ERP team should undertake and ensure that the project plans are efficiently executed.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/169</u></b>	:	<b><u>DIRECTOR: PROJECT MANAGEMENT PROGRAMME (PERMANENT) – REF NO: REFS/016007</u></b> Directorate: Programme Management Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg NQF level 7 qualification in Business Management or Information Technology. At least 5 years experience at middle management level. Vast knowledge of project management principles and methodologies. Proven record of full project implementation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
<b><u>DUTIES</u></b>	:	Design and create programme management strategy and methodology. Ensure effective programme office planning. Manage programme office risks and problems, including the development of contingency strategies. Manage, monitor and evaluate programmes and projects that reside within the programme office in terms of overall cost, time scope, quality, and risk and business benefits.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/170</u></b>	:	<b><u>DIRECTOR: e-SERVICES SPECIALIST (PERMANENT) REF NO: REFS/016008</u></b> Directorate: e-Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg NQF Level 7 Bachelor's Degree in Management Science. At least 5 years experience at middle management level in the related ICT field Knowledge of the principles of strategic business decision making ICT technical knowledge.

- Knowledge and understating of ICT processes. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Coordinate and have oversight of the shared components identified in the E-government Blueprint. Ensure the establishment and oversight of the security, privacy and authentication policies, SLA management to ensure optimum service uptime and employing ICT to automate key processes and services. Ensure creation and formulation of a risk management plan, including mitigation plans and intervention strategies. Ensure planning of the overall scope, timelines and quality standards of e-government projects. Establish and oversee security, privacy and authentication policies for e-government. Ensure a Develop and implement a coordinated GPG ISAD Plan.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/171** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (PERMANENT) REF NO: REFS/016009**  
Directorate: Human Resource Management
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree in Human Resources Management or related (NQF level7) in HRM. A minimum of 5 years' experience in HRM, in middle management level. Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated.
- DUTIES** : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/172** : **DIRECTOR: LEGAL SERVICES (PERMANENT) REF NO: REFS/016010**  
Directorate: Legal Services
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Bachelor of Laws or equivalent NQF level 7 related qualification. Must be and admitted attorney. At least 5 years' experience middle management experience in a law environment. In-depth understanding and application of legislation. Proven record of contract management and arbitration. Knowledge and understanding of procurement and supply chain management. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Render an effective legal advice service in the Department. Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies. Draft and provide general and specific legal advice and opinions. Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues. Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received. Ensuring that the administrative and

contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. Drafting of commercial contracts including contract templates and guidelines. Resolving legal disputes. Plan, gather evidence and prepare for representing the E-GOV at arbitration and mediation hearings and in a court of law. Remaining up to date with legal developments in the realm of contract law.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 03/173** : **DIRECTOR: SECURITY AND AUXILIARY SERVICES MANAGEMENT (PERMANENT) REF NO: REFS/016011**  
Directorate: Security and Auxiliary Services Management

**SALARY CENTRE REQUIREMENTS** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
: Johannesburg  
: NQF Level 7 qualification applicable to Safety and Security Management, Facility/ Logistics Management or equivalent. NIA Security Management Courses. At least 5 years' experience middle management experience within the security management field. Knowledge and understanding of Security Services Regulations, PFMA, and OHS standards. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership. SMS pre-entry Certificate is a requirement.

**DUTIES** : Manage and direct the development, implementation and evaluation of the departments' security program and risk minimization programs to ensure a secure facility, physical security and security of assets, computer systems and a secure environment for the staff. Develop and implement physical security and procedures. Provide and manage physical and personnel security operations. Manage the implementation of OHS Program, Fire Safety and Contingency Plan. Develop and implement document personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Ensure educational security (security awareness. Develop, implement and manage security screening and vetting process. Establish, implement and manage security policy, administrative and organizational functions as per security requirements.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 03/174** : **DIRECTOR: MONITORING AND EVALUATION (PERMANENT) REF NO: REFS/016012**  
Directorate: Monitoring and Evaluation

**SALARY CENTRE REQUIREMENTS** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
: Johannesburg  
: An undergraduate degree (NQF 7 as recognized by SAQA) in Policy and Management, Public Management, NQF 7 Bachelor's Degree in Public Administration, Monitoring and Evaluation Or related field. At least five (5) years' experience in monitoring and evaluation within the public sector at middle/senior management (Deputy Director Level). In-depth knowledge of outcome-based, monitoring, reporting, evaluation, and programme/project management. Knowledge of quantitative and qualitative research design and methodologies. SMS pre-entry Certificate is a requirement.

**DUTIES** : Responsible for the overall reporting requirements on the development and implementation of operational plans through the evaluation of all departmental monthly and quarterly progress reports. The role analyses and directs each business unit's performance statistics against set forecasts and targets. It provides variance analysis and variance reports, assuming the delegated responsibility of the Chief Operations Office for forecasting and periodical strategic review and analysis as required. The role provides an advisory role to the executive team on interventions to address the failure to meet targets as applied and outlined in the annual operational plans. The role is further responsible for the management of business continuity and the identification and prioritisation of potential risks in the respective business unit.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 03/175** : **DIRECTOR: EMPLOYEE EXITS (PERMANENT) REF NO: REFS/016013**  
Directorate: Human Resource Administration

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification in Human Resources Management, Psychology, industrial relations or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Administer all human resource conditions of service for the GPG. Render a responsive and affective recruitment processing service to the GPG. Administer employee termination of service in the GPG. Provide Strategic direction and operational leadership to the service unit. Maintain and ensure compliance with SLAs by the service unit. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Ensure unit performance reporting on SLAs as per set standards. Ensure continuous improvement of services rendered by the service unit. Ensure continuous improvement of terminations systems and processes.

**ENQUIRIES** : Mr. Themba Psungo, Tel: (011) 689 6980

**POST 03/176** : **DIRECTOR: PAYROLL SERVICES (PERMANENT) REF NO: REFS/016014**  
Directorate: Payroll Services

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification in Financial Management or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Render an administrative support and advisory function to GPG SMS & MMS members, Premier and MEC's on salaries and conditions of service and benefits. Ensure that all SMS and MMS Reward & Retain applications are processed timeously and accurately. Process termination applications for SMS, MMS and Provincial Executive Members. Ensure that BAS and PERSAL system are continuous updated. Ensure the reconciliation of payroll systems. Link payroll administration policies and procedures to Departmental Finance policies and procedures. Provide advice to SMS and MMS members on structuring of salary packages. Resolve SMS queries relating salary and taxes.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 03/177** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (PERMANENT) REF NO: REFS/016015**  
Directorate: Supply Chain Management

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification recognized by SAQA in Supply Chain Management/Logistics/Finance. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage. Knowledge and understanding of the PFMA, PPPFA and all other Treasury guidelines. In-depth understanding, application of financial, and procurement management systems within the government sector. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Lead and manage the Supply Chain Management directorate the directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. Develop and sustain a centre of excellence capacity in the area of demand planning and demand management. Effectively guide and direct duties in respect of demand management; acquisition management including applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations, and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 03/178** : **PROJECT MANAGER: BROADBAND NETWORK REF NO: REFS/016016**  
Directorate: Information Communication Technology  
(3 Year Contract)

**SALARY CENTRE REQUIREMENTS** : DPSA Hourly Consultant Fees  
: Johannesburg  
: A Degree in Business Management/Information Technology or equivalent NQF level 7 qualification. Certification in Agile Project Management or Prince II or PMBOK. Minimum of 5 years at a middle management level in project management. At least 3 years' project management experience in Broadband implementation; telecommunication and fiber optic network infrastructures.

**DUTIES** : Support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project within the programme. Financial management for Gauteng Broadband Management. Oversee, guide, and monitor institutional Project management governance. Oversee Project Portfolio tracking, monitoring & reporting. Oversee Key Responsibility Areas Managing Project and Programme Delivery. Managing Gauteng Broadband Network Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking, Compile submissions and reports Essential functions include assisting with public-private partnerships to extend broadband access in Gauteng. Providing technical advice to a variety of partners and stakeholders including government, telecommunication and fiber optic networks; broadband service providers; citizens, etc. to strategically design telecommunication plans and identify opportunities and resources for deployment. The incumbent will drive project communication and change management strategy. Required skills includes motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organizing, controlling, human resources management, accountability, risk identification, leadership and budget management.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**GAUTENG INFRASTRUCTURE FINANCING AGENCY**

**APPLICATIONS** : To apply for the position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.

**CLOSING DATE** : 10 February 2023

**NOTE** : Applications must be submitted on a new signed Z83 form obtainable from any public service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). A recently updated comprehensive CV should accompany the Z83 form, together with the contact details of three contactable references, that is, name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents. Short-listed candidates will be