



GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

FOR ATTENTION:

Central Corridor: Applications to be emailed to SACR.RecCentral@gauteng.gov.za | **East Corridor:** Applications to be emailed to SACR.RecEast@gauteng.gov.za
Head of Office (Johannesburg): Applications to be emailed to SACR.RecHO@gauteng.gov.za | **North Corridor:** Applications to be emailed to SACR.RecNorth@gauteng.gov.za
South Corridor: Applications to be emailed to SACR.RecSouth@gauteng.gov.za **West Corridor:** Applications to be emailed to SACR.RecWest@gauteng.gov.za

CLOSING DATE: 04 JULY 2025 AT 23:59 PM

NOTE: All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot/Screenshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

POST: CHIEF ENGINEER: MECHANICAL

REFS: SACR/02/2025/06

Directorate: Infrastructure Development

SALARY: R1 266 450.00 – 2 388 657.00 per annum (All inclusive-package) (OSD) the Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a Degree in Mechanical Engineering (NQF7) (B Eng / BSC (Eng)) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. A Valid driver's license. Computer literacy. Appropriate experience after qualification has been obtained. Six (06) years' experience post qualification. **Knowledge:** Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/ DoRA/ Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

DUTIES: Determine engineering functional and technical norms and standards in line with nationality prescribed norms and standards. Apply engineering norms and standards in terms of all projects. Validate that infrastructure projects implemented by Implementing Agents comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Develop policies, procedures and criteria for infrastructure projects from an engineering perspective. prepare commissioning plans from an engineering perspective. Undertake extensive analyses from an engineering perspective to inform strategies related to the architectural services to directly support and realize the goals of the Department. Develop Project Initiation Reports, Strategic Briefs, Concept and Viability Reports or sign off in the case of outsourced services. Provide engineering inputs to all AS Built Plans. Provide engineering input for the End of Year Evaluation and preparation of the End of Year Report. Provide engineering input with the User Asset Management Plan. Make technical input on the finalization of the project list. Assist with Technical Condition Assessments from an engineering perspective. Develop Business Cases for projects. Determine document management system requirements from an engineering perspective. Provide engineering inputs to prepare the Infrastructure Programme management Plan. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementation Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementation Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications. Recommend authorization of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports and designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework (IDMS). Manage the updating of project/ programme documentation and information and submit all built environment documentation and financial documentation to the Assistant Director: Finance. Manage the interface between the end-user/ community structures and Implementing Agent. Prepare and submit progress reports (Financial and non-financial indicators). Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update systems (if applicable) in terms of Technical Condition Assessments. Orientate users in terms of optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project Occupancy Evaluation exercises. Determine functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Provide credible information for the updating of the project management system and the Infrastructure Reporting Model. Study professional journals and publications to stay abreast of new developments. Monitor and study the sector, legal frameworks, standard changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/ or required. Interact with relevant Professional Bodies/ Councils. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934**Applications to be emailed to SACR.RecHO@gauteng.gov.za**

POST: CHIEF ENGINEER: STRUCTURAL/CIVIL

REFS: SACR/02/2025/07

Directorate: Infrastructure Development

SALARY: R1 266 450.00 – 2 388 657.00 per annum (All inclusive-package) (OSD) the Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a Degree in Structural/Civil Engineering (NQF7), B Eng/BSC(Eng) or relevant qualification. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. **Skills:** Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. **Knowledge:** Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES: Provide support to prepare Project Business Cases, prepare the IFIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs (where applicable and in Line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the sports, arts, culture and recreation sectors. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technologies. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedures. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering-related matters. Undertake planning for future human resource needs. Maintain discipline. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: CHIEF ENGINEER: ELECTRICAL

REFS: SACR/02/2025/08

Directorate: Infrastructure Development

SALARY: R1 266 450.00 – 2 388 657.00 per annum (All inclusive-package) (OSD) the Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a Degree in Electrical Engineering. (NQF 7), B Eng/BSC(Eng) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. **Skills:** Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. **Knowledge:** Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES: Provide support to prepare IPMP, prepare the IPIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs and verify all electrical layout plans. Prepare and present progress reports. Manage implementation of electrical condition assessments. Perform Final review and approvals of audits on new electrical engineering designs according to design principles or theory. Research and guide regarding electrical engineering needs of relevant Sports, Arts, Culture and Recreation projects. Monitor current deployed technology. Manage execution of electrical maintenance strategy through the provision of appropriate structures, systems and resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the electrical engineering services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Sports, Arts, Culture and Recreation Facilities in terms of functionality. Monitor training and related activities. Monitor safety audits. Ensure continuous professional development to keep up with new technologies and procedures. Research on electrical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of development employees. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: CHIEF ARCHITECT

REFS: SACR/02/2025/09

Directorate: Infrastructure Development

SALARY: R1 099 488.00 – R2 027 811.00 per annum (All inclusive-package) (OSD) the Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Certificate Course in infrastructure Delivery Management. Must be registered with SACAP as a professional Architect. 6 years post qualification Architect experience required. A Valid Driver's License. Experience in Project Management. Skills: Financial Management, Presentation, Communication, Computer, Project Management, Leadership, Stakeholder relationship management, Change management, Planning and Organizing, Human Resource Management. **Knowledge:** Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Architectural Profession Act 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977, regulations and Municipal Regulations.

DUTIES: Provide support to prepare Infrastructure Delivery Management Standard (IDMS) deliverables. Develop and enforce standards designs for the sports, arts, culture and recreation sectors. Verify all architectural concepts and final plans. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present architectural progress reports. Manage implementation of building condition assessments. Assess the feasibility of proposed projects. Provide technical inputs for the formulation of the procurement strategy and the Infrastructure Programme Implementation Plan (IPMP). Provide input with the updating of the Service Delivery Agreement. Validate that designs are in line with standardized norms and standards. Perform final reviews and approvals or audits on architectural designs according to design principles or theory. Coordinate design efforts and integration across disciplines to promote seamless integration with current technology. Validate buildings plan in line with National and Local Government Building Regulations. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Prepare technical documentation for Supply Chain Management processes. Serve on the relevant Supply Chain Management Committees to make technical inputs as a member of these Committees (if appointed). Undertake site visits at agreed intervals to monitor performance. Review project progress reports submitted and intervened as a when required. Review cost and scope variations from an architectural perspective. Provide inputs to the setting of standards for documentation from an architectural perspective. Document warehouse. Monitor that As Built Plans are corrected and submitted before final payments are made. Attend meetings with the implementing Agent (IA) and relevant stakeholders to proactively identify problems and jointly agree on solutions as defined in the Provincial Infrastructure Delivery Management Framework (IDMS) from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment. Interact with relevant Professional Bodies/ Councils. Manage training and development of personnel according to agreed training interventions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: TOWN REGIONAL PLANNER PRODUCTION

REFS: SACR/02/2025/10

Directorate: Infrastructure Development

SALARY: R761 157.00 – R1 144 008.00 per annum (all-inclusive package) (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Urban / Town and Regional Planning or relevant qualification. The candidate should have registered with SACPLAN as a Professional Town Planner. A minimum of 3 years' relevant town planning experience post qualification. Knowledge of the Framework of Infrastructure Delivery and Procurement management. FIDPM. A valid drivers' license.

DUTIES: Align town planning infrastructure modelling to the Departmental service plan. Prepare inputs to project planning reports from a town planner perspective. Prepare inputs to project execution plan as required as it relates to town planning specific information. Provide inputs to the Infrastructure Programme Management Plan (IPMP) and the Infrastructure Programme Implementation Plan (IPIP) as it relates to town planning related issues within legislative frameworks & norms. Validate the procurement plan as prepared by the Custodian to assess that there is alignment between site acquisition and site readiness. Coordinate site clearance in collaboration with the Custodian.

Provide inputs to procurement processes when required. Prepare inputs to Medium, Annual and adjustment budgets from a town planning perspective. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the provincial spatial plan for infrastructure delivery, Provincial Infrastructure Plan and Integrated Development Plan (IDPs) of Municipalities. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums, for example the planning divisions to promote alignment between health planning and broader provincial planning. Interact with the Custodian, COGTA and related planning forums in the province to promote seamless and integrated spatial planning. Make town planning inputs to prioritization model(s). Make town planning inputs to the development of commissioning plans. Make town planning inputs to the User Asset Management Plan. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Make inputs into the technical norms and standards in line with nationally prescribed technical norms and standards from a town planning perspective. Make inputs to infrastructure policies from a town planning perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Study professionals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant professional bodies/councils.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: GISc Technician Grade A

REFS: SACR/02/2025/11

Directorate: Infrastructure Development

SALARY: R391 671.00 – R586 665.00 per annum (all-inclusive package) (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as a GISc Technician. 6-year post qualification GISc Technician experience. A valid driver's license. **Knowledge:** Change Management, Project Management, Conflict Management, Financial Management, People Management. **Skills:** Planning and organizing, leadership, policy formulation, policy analysis.

DUTIES: To Geo-database implementation. Provide GISc to support institutional decision, plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis, conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking, develop the conceptual database design, execute high level user requirement analysis, develop processing model and workflow diagram, develop, implement spatial and other standards, determine capacity requirements, perform monitor and evaluate. Understanding of GIS applications and spatial data, policy making and institutional strategic guidance, identify and understand underlying strategic issues, identify and analyse relevant strategic information, oversee the process of advance spatial analysis and modelling for institutional strategic guidance, develop and evaluate alternative strategic solutions, recommend the best possible policy direction, theory, principles, and practices of GIS. Research, identify, investigate, and evaluate new technologies, advise on research viability and feasibility, undertake environmental scanning to understand the problems in the GISc industry and advise accordingly, develop appropriate plan to respond to the research problem, compile reports and make relevant proposals, participate and liaise with relevant bodies and councils on GISc matters. Knowledge of GIS standards. Project and Financial Management, manage human resource requirements, draft tender documents and terms of reference, draft service level agreements, determine project cost and quality level, develop contingency plans, adhere to financial legislations and regulations, review and monitor budget to ensure that the required financial procedures are adhered to.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Senior Legal Administration Officer (MR6)

REFS: SACR/02/2025/12

Directorate: Legal Services

SALARY: R586 956.00 - R1 386 972.00 per annum (all-inclusive package) (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). At least Eight (8) years appropriate post qualification Legal Services experience (OSD). **Knowledge:** Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of evidence. Constitutional law. Constitution of the Republic of South Africa. Unemployment Insurance Contribution Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. **Skills:** Communication. Listening. Computer Literacy. Time management. Report writing. Planning and organizing. Liaison. Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial management. Project Management. Strategic Planning. Negotiation.

DUTIES: Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship and with all stakeholders.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861 / 071 855 8934

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Deputy Director - Creative Arts,

REFS: SACR/02/2025/13

Directorate: Creative Arts

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: South Corridor Region: A, B & C

REQUIREMENTS: The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Art Management / Creative Arts / Fine Arts / Arts Craft and design / Arts and Culture Development Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. **Knowledge:** A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. **Skills:** Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES: Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

Enquiries: Ms. Vivien Khanye: 011 355 2720

Applications to be emailed to SACR.RecSouth@gauteng.gov.za**POST: Deputy Director – Sport and Recreation (04 Posts)**

REFS: SACR/02/2025/14 (South Corridor, Region A, B & C)

REFS: SACR/02/2025/15 (West Corridor, Region A & B)

REFS: SACR/02/2025/16 (North Corridor, Region A, E & F)

REFS: SACR/02/2025/17 (Central Corridor Region A & E)

Directorate: Sport and Recreation

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: South Corridor, West Corridor, North Corridor and Central Corridor

REQUIREMENTS: The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport Management/ Sport Science/ Sport and Recreation/ Sports Development / Health Science in Sport or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position within the Sport and Recreation environment. A valid driver's license. **Skills:** Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management.

DUTIES: Develop, review and implement policies; Manage, planning, development, coordination of Sport and Recreation programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of sport and recreation at the corridors; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, deliverology and APP targets. Coordinate budget control and management of expenditure. Management and development of personnel. Coordinate intergovernmental projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615

West Corridor applications to be emailed to SACR.RecWes@gauteng.gov.za

Enquiries: Mr. Bongani Mkhwebane: 011 355 2539

North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za

Enquiries: Ms. Cynthia Mabaso: 011 355 2714

Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za**POST: Deputy Director: Executive Support**

REFS: SACR/02/2025/18

Directorate: Office of the Head of Department

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Business Administration/Public Administration/Social Science / Office Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. **Skills:** decision making. analytical skills. Negotiation. financial management, planning and direction, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Report writing, **Knowledge:** Public Service regulations.

DUTIES: The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Head of Department. Oversee and coordinate the administrative staff and provide overall administrative support to the Head of Department. Coordinate and facilitate efficient and effective secretarial service to internal meetings of the Head of Department. Monitor, track, and coordinate decisions taken at meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Head of Department. Manage the budget, procurement of goods and services, and inventory of the Office of the Head of Department. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives. Manage and maintain a system of protection of information within the office of the Head of Department (HOD). Liaise with internal and external stakeholders. Coordinate and consolidate Executive Council (EXCO) reports. Manage the coordination and consolidate the responses to legislative reports to ensure compliance with external bodies. Develop and maintain a system that will ensure efficient and effective operations in the office of the HOD.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Deputy Director: Social Cohesion

REFS: SACR/02/2025/19

Directorate: Intergovernmental Relations

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma at (NQF level 6/7) in Public Relation, Public Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. **Knowledge:** DPSA Legislation and Procedures, HR prescripts including delegations, SACR mandate, vision, mission and values and SACR governance and functions. **Skills:** Interpersonal, Relationship management, Technical Analytic skills, Technical Analytic skills and Management of projects.

DUTIES: Manage coaching, discipline and mentoring of staff to improve performance. Provide input in drafting of budget in the section. Control and monitor the sub-directorate budget and expenditure. Coordinate the compilation of various reports and statistics for the unit. Management of performance and development of staff and ensure assessment of their performance. Undertake Human Resource and other related administrative functions. Develop implement and maintain processes to ensure proper control of work. Procurement and asset management for the sub directorate. Manage leave of sub-directorate. Plan and allocate work. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good working relationships with key provincial and local government departments, municipal managers and word councillors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good working relationships with key provincial and local government departments, municipal managers and word councillors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Deputy Director: Academies**

REFS: SACR/02/2025/20

Directorate: Sport Development

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Sport Management / Sport Science / Sport Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid Driver's license. **Knowledge:** Change Management, Project Management, Conflict Management, Financial Management, People Management **skills:** Planning, organizing, Leadership, Policy formulation and Policy analysis.

DUTIES: Review and understand the Departmental vision and Mission. In conjunction with stakeholders Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets, and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets, and appropriate timeframes. Develop business proposition and plan as well as well as a service level agreement. Develop communication and implementation plans. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on SLA), and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Deputy Director: Procurement**

REFS: SACR/02/2025/21

Directorate: Supply Chain Management

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license.

Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework **Skills:** Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing.

DUTIES: Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Deputy Director: Asset Management

REFS: SACR/02/2025/22

Directorate: Supply Chain Management

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Financial Management/ Financial Accounting/ accounting / Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in financial / asset environment. A valid driver's license. **Knowledge:** Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. **Skills:** Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.

DUTIES: Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Deputy Director: Indigenous Knowledge Systems**

REFS: SACR/02/2025/23

Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Culture or Humanities relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in Heritage, Arts and Culture administration experience. A valid driver's license. **Knowledge:** Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. **Skills:** Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and Organization.

DUTIES: Facilitating the implementation of projects and objectives of the sub-directorate. Initiate programmes with external stakeholders/entities in promoting Indigenous Knowledge Systems. Plan and attend sub-directorate meetings. Develop concept documents, theme and submit them for approval and implementation. Respond to parliamentary questions and other public queries. Develop a database and analysis of the data collected. Develop Service Level Agreement for service providers.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Deputy Director: Transformation Programmes**

REFS: SACR/02/2025/24

Directorate: Transformation Programmes

SALARY: R 896 436.00 per annum (All-inclusive package) (Level 11)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Gender and Sexuality Studies/Public Administration/Public Management/Social/Human Science as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. **Knowledge:** Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. **Skills:** Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.

DUTIES: Review and understand transformation vision and mission. In conjunction with stakeholders: Assist to develop transformational policies, programmes and strategies and monitor the implementation thereof. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Attend and administer forums and engage stakeholders on the promotion and implementation of programmes and projects. Engage tools to monitor, evaluate and report on the attainment of policies, programmes, strategies and set departmental targets. Administer and report on impact assessments and report thereon. Develop communication and implementation plan. Measure performance on a continuous basis and develop and implement corrective actions. Identify strategic partners. Develop business propositions and plan as well as a service level agreement. Manage business relationship through regular performance assessments of transformation services delivered and development of corrective actions where performance gaps exist.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Marketing & Events Management

REFS: SACR/02/2025/25

Directorate: Marketing & Events Management

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Communications/ Marketing/Public Relations and Events Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in marketing & events at a supervisory level. A valid driver's license. **Skills:** Branding Management, Branding Principles, Communication, Computer Literacy, Analytical, Interpersonal, Report writing, Planning and Organizing, Presentation, Project Management, Analytical and innovative thinking, Attention to detail, Negotiation.

DUTIES: Coordinate annual events management strategy. Registering of all departmental events. Develop, present and implement some of the approved concept plans for all departmental events. Coordinate and implement all approved departmental events. Coordinate and implement consolidated departmental events calendar liaising with provider and internal stakeholders on branding requirements for each event. Ensure effective financial management for departmental events Develop Branding and promote corporate identify. Conduct and facilitate effective marketing campaigns. Ensure that the Department communicate meet required branding. Provide Publication and photojournalism services.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director – Recruitment and Selection**

REFS: SACR/02/2025/26

Directorate: Human Capital Management

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training or relevant qualification as recognized by SAQA. A minimum of 3-5 years' experience in recruitment and selection at supervisory level. Valid Driver's License. **Skills:** Planning and Organizing, Leadership, problem solving, diversity awareness, communication, analytical, initiative, innovation/ continuous improvement, Negotiation and influencing. **Knowledge:** Knowledge and understanding of Project management, People management, Financial Management, Conflict Management, GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge, project management methodologies. Understanding of Transformation, Modernization and Re-industrializing the service delivery.

DUTIES: Administer recruitment, selection and appointment of employees. Conduct audits to ascertain future shortages of critical expertise based on resignations, pending retirements, medium-term anticipated retirements and identified areas of scarce skills. Compile a human Resources forecasting and planning report based on audit and including Gap identification and action plan. Assist with the compilation of a recruitment plan. Assist with compilation of a detailed recruitment operational plan. Identify and collate all jobs to be evaluated and facilitate the evaluation of jobs to be advertised. Define and design a systematic recruitment process in line with DPSA legislation. Facilitate training of all staff and management in new recruitment processes and systems. Determine valid selection criteria and apply these consistently. Design and compile competency-based interview questionnaires in consultation with management. Ensure adherence to approved and authorized structures in identifying resource gaps. Assist in monthly, quarterly, annual management reporting on recruitment progress. Provide leadership and guidance to the recruitment team. Draft all recruitment related memorandums (including requests to advertise and create posts additional to the structure amongst others). Liaise directly with organizational development to obtain an update job description. Draft adverts using the updated job descriptions. Place adverts in the newspapers and local internet in line with DPSA regulation. Response handling including shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interview results for approval to the designated authority. Communicate decisions of interviews to the applicants.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director: Performance Management**

REFS: SACR/02/2025/27

Directorate: Human Capital Management

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Performance Management at supervisory level. A valid driver's license. **Knowledge:** GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of Contracts, Management information knowledge, Project management methodologies. **Skills:** Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.

DUTIES: Develop, manage, and monitor the implementation of performance management systems. Coordinate and administer performance management system. Management of Performance assessments and incentive systems. Coordinate in the management and monitoring of the Performance Management and Development System. Monitor Performance Management Development System Implementation within the Department. Ensure compliance by rendering a quality assurance service. Provide advice on Performance Management Development System within the Department. Render training on the Performance Management Development System to staff. Conduct impact analysis and report on status of Performance Management in the Department. Provide advice and guidance to Management and staff on Performance Management Development System and employee development. Develop, implement, and maintain PMDS electronic system. Establish and maintain relationships with internal clients. Coordinate the implementation of PMDS policy and procedures. Advise management and staff on the implementation of PMDS Policy. Advocacy campaigns conducted on PMDS Policy and Procedures annually. Provide advice and guidance to management and staff on Performance Management Development System and employee development. Ensure that PMDS presentations are prepared when required by management. Implement training to all employees in the department regarding PMDS matters. Facilitate training on PMDS Policy for Non-SMS. Facilitate training for SMS members in line with Chapter 4 of the SMS handbook. Draft and communicate performance management timelines. Manage the issuing of non-compliance letters. Coordinate final assessment signed for previous year. Coordinate signed compliance performance contracts. Coordinate compliance of quarterly reviews. Coordinate compliance final assessment finalised. Coordinate the issuing of non-compliance letters. Coordinate the departmental PMDS coordinators committee meetings. Fully functional PMDS coordinators committee with clear roles and responsibilities. Committee trained on implementation of PMDS policy to implement policy effectively and efficiently.

Arrange quarterly meetings to plan and report on all PMDS matters. Coordinate the implementation of e-PMDS. Convening task team meetings. Providing reporting lines to GDF. Creating awareness of e-PMDS within the Department. Organising trainings for GDSACR employees.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Employee Relations

REFS: SACR/02/2025/28

Directorate: Human Capital Management

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Human Resources Management / Labour Law / Labour Relations. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Labour Relations at supervisory level. A valid driver's license. **Knowledge:** GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Management information knowledge and Project management methodologies. **Skills:** Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.

DUTIES: Facilitate the development of Departmental Labour Relations. Facilitate collective bargaining and dispute resolution processes. Facilitate disciplinary processes. Facilitate consultation and negotiations processes. The monitoring of implementation of arbitration awards and collective agreements. Finalise all grievances and complaints received from employees in the Department. Receive, record, and analyse grievances in the Department. Conduct investigation on lodged grievances. Refer grievances to the Public Service Commission (PSC) in line with the rules. Process and finalising all misconduct cases in the Department. Analyse and monitor record of misconduct cases in the Department. Monitor coordination of information regarding misconduct. Implement case management system to monitor progress on cases. Scrutinize all reports and requests to charge employees with allegations of misconduct. Obtain information required to draft charges of misconduct and serve charge sheets to employees. Monitor the process of misconduct to ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Develop and manage information all records of all activities in the Employment Relations section. Develop databases for all processes and procedures in the Employee Relations section. Develop and manage the proper movement of documents. People development and management. Ensure the development and management of staff within the sub-directorate in terms of performance agreement, performance assessment and advice on career path. Monitor staff regarding human resource such as leave, recruitment, and grievances.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Visual Arts Craft & Design Industries

REFS: SACR/02/2025/29

Directorate: Creative Industries

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. A 3-year tertiary Qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Heritage, Cultural Science or relevant qualification as recognized by SAQA. Minimum of 3-5 Years experience at supervisory level. Management practices. Valid driver's license (code B/A). **Knowledge:** Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. How to execute overall control of budgets of sections/projects/ components. Financial management practices that could be followed to limit financial losses. **Skills:** organizing ability to operate computer (both hardware and software), Problem solving, Interpersonal relationship, Conflict resolution, Project management, Policy analysis and development and Policy/objectives formulation.

DUTIES: Identify policy and legislation issues. Record implementation of programs and projects. Provide input into the compilation of the strategic and operational plans for the sub directorate. Facilitate interaction with all stakeholders in the sectors. Keep records on development in the sectors.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Creative Cluster

REFS: SACR/02/2025/30

Directorate: Creative Arts

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum of 3-5 years Supervisory level experience. Valid driver's license. **Skills:** Planning and organizing. Leadership. Policy formulation. Policy analysis. **Knowledge:** Change Management. Project Management. Conflict Management. Financial Management. People Management.

DUTIES: Facilitate the planning, development, and coordination of arts and culture programmes. Monitor compliance with legislative requirements, policies and procedures and Grants-In-Aid. To report on the program successes, challenges, and finances. Ensure participation of communities, stakeholders, and volunteers in the programs. Conduct appraisals. Convene joint meetings with local government for planning purposes. Convene regional meetings. Assist in ensuring the measurable output is achieved. Develop the operational plans. Liaise with local government and other relevant stakeholders.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Creative Communities

REFS: SACR/02/2025/31

Directorate: Creative Arts

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA.

A minimum 3 – 5 years at Supervisory level experience in the relevant field. Valid driver's license. **Skills:** Strategic Planning. Policy Analysis and development. Planning and organizing. Decision making. Project Management. Communication. Computer literate. Interpersonal relations. **Knowledge:** A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation.

DUTIES: Monitor compliance with legislative requirements, policies, and procedures. Monitor the support given to communities. Monitor the unit's expenditure on a regular basis. Prepare expenditure reports. Submit reports to relevant managers. Request for procurement of goods and services necessary from the Deputy Director. Ensure proper management of financial management within the unit. Implementation of relevant financial policies within the unit.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Creative Cluster & Communities (04 Posts)

REFS: SACR/02/2025/32 (Central Corridor Region A&E)

REFS: SACR/02/2025/33 (Northern Corridor Region A Art)

REFS: SACR/02/2025/34 (East Corridor)

REFS: SACR/02/2025/35 (South Corridor Region B)

Directorate: Creative Cluster & Communities

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Central Corridor, Tshwane (Northern Corridor Region), East Corridor and South Corridor

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. **Knowledge:** A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation. **Skills:** Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES: Identification of talent. Facilitate the development and nurturing of Artistry. Implement arts and culture in communities and ensure compliance with relevant legislative framework. Increase mass participation in culture programmes. Create an opportunity for artists to showcase their talent.

Enquiries: Ms. Cynthia Mabaso: 011 355 2714

Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za

Enquiries: Mr. Bongani Mkhwebane: 011 355 2539

North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za

Enquiries: Mr. Ouwen Gaveni: 011 355 2861

East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

POST: Assistant Director: Sport Development and School Sport (06 Posts)

REFS: SACR/02/2025/36 (Central Corridor Region G)

REFS: SACR/02/2025/37 (Western Corridor Region B)

REFS: SACR/02/2025/38 (Western Corridor Region D)

REFS: SACR/02/2025/39 (East Corridor Region C&D)

REFS: SACR/02/2025/40 (East Corridor Region F)

REFS: SACR/02/2025/41 (South Corridor Region A)

Directorate: Sport Development and School Sport

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Central Corridor, Western Corridor, East Corridor and South Corridor

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. **Skills:** Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills **Knowledge:** Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.

DUTIES: To promote and manage Sport Development and School Sport within the Corridor. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. To render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

Enquiries: Ms. Cynthia Mabaso: 011 355 2714

Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za

Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615

West Corridor applications to be emailed to SACR.RecWest@gauteng.gov.za

Enquiries: Mr. Ouwen Gaveni: 011 355 2861

East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

POST: Assistant Director: Recreation (03 Posts)

REFS: SACR/02/2025/42 (East Corridor Region A)

REFS: SACR/02/2025/43 (South Corridor Region A)

REFS: SACR/02/2025/44 (Head Office)

Directorate: Recreation

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: East Corridor, South Corridor and Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. **Skills:** Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills **Knowledge:** Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.

DUTIES: Mass Participation: Facilitate the implementation of talent identification programs in participating schools. Provide support to the Contract workers (school sport assistants). Liaise with the school sport committee. Coordinate school sport festivals. Facilitate the establishment of school leagues. Do monitoring and evaluation of the program and events. Liaise with relevant district officials. Provide support on Partnership (Dreams and Teams).

Enquiries: Mr. Ouwen Gaveni: 011 355 2861

East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za**POST Assistant Director: Monuments Facilities**

REFS: SACR/02/2025/45

Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities/ Architectural/ Heritage studies / Culture/ Arts/ Tourism/ Hospitality or relevant qualification as recognized by SAQA. A minimum of 3 – 5 years 'experience in the relevant environment of which 3 years must be at a supervisory level.

Knowledge: Analytical thinking, Strong interpersonal and leadership skills, Attention to detail, Adaptability and resilience, Commitment to preserving and promoting cultural heritage. **Skills:** Ability to operate computer. (Both hardware and software). Problem solving. Conflict resolution. Project Management. Policy analysis and development. Policy/objectives formulation. Planning, budgeting and reporting. Facilitation. Research.

DUTIES: Conduct and manage research to inform policy development for monument facilities. Facilitate the development and implementation of operational plans for monument facilities use and maintenance. Provide technical support and guidance on the preservation and restoration of monument infrastructure. Develop and implement maintenance strategies, cultural and commemorative assets. Assist in planning and budgeting for monument maintenance and restoration of cultural assets in the province in collaboration with facilities and infrastructure. Establish and maintain the provincial online cultural database.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director: Policy and Research**

REFS: SACR/02/2025/47

Directorate: Research, policy coordination knowledge management

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Science/ Public Management and Governance/Administration/ Development Studies or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in policy development and research area.

Skills: Communication both verbal and written, Analytical, Research, Computer literacy (MS Team), Planning and Organization, Presentation and training, Problem solving. **Knowledge:** Library and information science matters. Prescripts and legislation, Procedures and processes.

DUTIES: Ensure effective development and implementation of research strategy and policy management assignments. Develop, implement and maintain protocols for both external and internal research policy. Plan, Facilitate integration of research activities in the department for supremacy of resources alignment. Maintain repository of research products and facilitate dissemination of research results for good governance. Facilitate the development and review of both sectoral and operational policies.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Social Cohesion

REFS: SACR/02/2025/48

Directorate: Intergovernmental Relations

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Public Relations, International Relations /Public Administration or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in public relations/ social cohesion environment. **Skills:** Interpersonal Skills, Project Management, Technical analytic skills, Negotiation Skills, Planning and organization skills, Problem solving, conflict management, Excellent verbal and written communication, Leadership, Computer Literacy, Report writing, Client Liaison. Public relations. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SACR mandates vision, mission and values, SARC governance and functional structures.

DUTIES: Coordinate an effective social cohesion and advocacy plan. Provide inputs on the development and implementation of effective advocacy plan. Establish and maintain relationships with external stakeholders. Establish and maintain good working relations with key provincial and local government departments, municipal managers and ward councillors to secure buy-in and ownership of the Project. Coordinate and implement civic/public education and social cohesion training workshops. Provide Logistics and coordinate events supplies. Facilitate the running of national events and programmes.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director: Conservation and Preservation**

REFS: SACR/02/2025/49

Directorate: Archival Services

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3 tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Conservation / Archive and Records Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Conservation and Preservation environment. Experience to perform tests and deacidification of paper and books. A Driver's license. **Skills:** Computer, Planning and organizing, good verbal and Written communication skills, flexibility, Teamwork and Interpersonal relations. **Knowledge:** Knowledge of a wide range of work procedures and/or processes such as knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge of and ability to perform teste and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well as their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.

DUTIES: Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebuking, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. Examples of paper repair include end-sheet replacement, tissue repair, guarding of center folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determine the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director: Oral History**

REFS: SACR/02/2025/50

Directorate: Provincial Archives

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Anthropology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Oral History environment. A valid Driver's license. **Skills:** Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. **Knowledge:** Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.

DUTIES: Conduct recording or filming of oral history projects. Conduct oral history training. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources. Advice on oral history methods and equipment. To collect research and transcribe oral history records. Implement oral history programmes.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Assistant Director: Digitization

REFS: SACR/02/2025/51

Directorate: Provincial Archives

SALARY: R 468 459.00 per annum (plus Benefits) (Level 09)

CENTRE: Kagiso – Gauteng Provincial Archives

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Library Science/ Archivist Studies, Records Management, Information Technology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Digitization environment. A Driver's license. **Skills:** Organizing, Report writing, Ability to operate computers, Interpersonal relations, Problem solving, Project management, Budgeting, Conflict Resolution, Verbal and written communication, Presentation, Training, Supervision and Planning. **Knowledge:** Through knowledge of digitization best practices and standards, Knowledge of ANSI/NISO technical metadata for still images, knowledge of digital audio/visual recording wrappers and codes, knowledge of MARC, DACS, AAR2r, Familiarity with LC authority files and ULAN preferred, Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred, Ability to prioritize and work with minimum supervision, Good organizational skills and attention to detail, Records management, practices, National Archives Act, Gauteng provincial Archives Act, Promotion of Access to information Act, Supply Chain Management Regulations and procedures. Budgeting and budget control, Reporting writing and procedures, Departmental mandate and core programme.

DUTIES: To digitize photographs, audio-visual materials and Documents in accordance with archival standards. To colour correct digital images. To conduct digital cataloguing. To conduct digital curatorship. To edit audio-visual recordings for the use on web and in exhibition.

Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615

Applications to be emailed to SACR.RecWest@gauteng.gov.za**POST: Assistant Director: Financial Accounting**

REFS: SACR/02/2025/52

Directorate: Office of the Chief Financial Officer

SALARY: R 468 459.00 per annum (plus benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Management/ Accounting or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Financial Accounting environment. **Skills:** Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. **Knowledge:** Basic knowledge of GRAP and the application of basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP.

DUTIES: Ensure processing of procurement and sundry payments. Assists in the preparation of a financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Assistant Director: Internal Control**

REFS: SACR/02/2025/53

Directorate: Office of the Chief Financial Officer

SALARY: R 468 459.00 per annum (plus benefits) (Level 09)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Accounting, Risk Management/Compliance Management /Internal Audit or relevant as recognized by SAQA. A minimum of 3-5 years' experience at supervisory level in the relevant field. A valid driver's license. **Skills:** Communication Skills (Verbal& written). Investigation skills, planning and organizing skills, financial management skills, Leadership skills, Project Management skills, Problem solving and client orientation skills, Interpersonal skills and Computer literacy skills. Ability to work under pressure and adapt to change demands. **Knowledge:** Knowledge of PFMA, Treasury regulations, PSR, and other relevant prescripts.

DUTIES: Ensure that separate files are created for each lost Case. Analyse the final reports from SAPS on the outcome of reported cases. Facilitate the recovery of costs for assets lost due to negligence and non-compliance with the asset loss policy. Participate in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Ensure the development and maintenance of policies and procedures on asset losses. Implement policies and procedures on asset losses and monitor compliance against the assets loss policy. Compile a report on the investigations conducted on internal asset loss cases. Ensure the Maintenance of the asset loss database. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Reported to be stolen or damaged. Verification and Identification of lost assets still pending to be transferred to RAAAA location. Obtain detailed stolen asset reports from the BAUD system RAAAA location.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Senior Human Resources Officer**

REFS: SACR/02/2025/54

Directorate: Condition of Services

SALARY: R397 116.00 per annum (plus benefits) (Level 08)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Human Resource Management / Human Resources Administration or relevant qualification as recognized by SAQA. A minimum of 2 - 3 years in the relevant environment plus a valid Driver's License. **Skills:** Interpersonal skills, Problem solving, Diversity awareness, Communication, Analytical, Initiative, Innovation/ continuous improvement, Planning and organising, Leadership, Negotiation, Influencing. Computer Literacy particular MS, Excel, Outlook and Word. **Knowledge:** GPG policies and procedures, Relevant legislation and Public Service Regulations, Knowledge of customer service, Leave management, PERSAL, ESS, SAP and Conflict Management. Project Management, People Management, Financial Management, Conflict Management.

DUTIES: Develop and facilitate the implementation of human resource management and administration. Administer conditions of service, remuneration, and employee benefits. Manage leave matters. Manage and support line managers with the implementation of PILIR. Ensure that employee benefits are timeously captured and processed. Ensure the facilitation of service benefits workshops and trainings. Ensure timeous processing of leave and implementation of PILIR. Ensure the coordination of injury on duty and Pay roll administration. Ensure timeous compensation of employees.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Personal Assistant (06 Posts)

REFS: SACR/02/2025/55 (North Corridor)

REFS: SACR/02/2025/56 (Head Office (Directorate: Management Accounting))

REFS: SACR/02/2025/57 (Head Office (Directorate: Library and Information Services))

REFS: SACR/02/2025/58 (Head Office (Directorate: Heritage))

REFS: SACR/02/2025/59 (Head Office (Directorate: Sport and Recreation))

REFS: SACR/02/2025/60 (Head Office (Directorate: Creative Industries))

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: North Corridor and Head Office

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. **Skills:** Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. **Knowledge:** Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.

DUTIES: Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.

Enquiries: Mr. Bongani Mkhwebane: 011 355 2539

North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Language Practitioner: Setswana

REFS: SACR/02/2025/61

DIRECTORATE: Heritage

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: Johannesburg (Head office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as Setswana. No experience required. A valid driver's license. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, **Skills:** Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES: Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Legal Administration Officer (MR3)

REFS: SACR/02/2025/62

DIRECTORATE: Legal Services

SALARY: R 324 579.00 – R371 121.00 per annum (plus benefits) (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). A minimum of 2 years appropriate post qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. **Skills:** Report writing, Probing skills, Analytical skills, Interpersonal skills, Client Orientation and customer focused skills. **Knowledge:** Knowledge and understanding of legislative and Policy framework governing Legal Services processes, systems, and procedures in Public Service. Knowledge and understanding of Department's legal requirements, obligations, and commitments. Knowledge and understanding of the Public Service Legislative Framework. Knowledge of drafting and interpretation of contracts. Knowledge of South African Constitutional law is imperative.

DUTIES: Display an understanding of drafting legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Conduct research and consult with various stakeholders on legal advice. Conduct advocacy to ensure that all prescripts binding on the department are complied with. Maintain a database of all the legal advice and relevant cases that govern how the Department should operate. Update review and maintain the Standard operating procedures applicable to the provision of legal services. Provide effective, efficient, and up to date legal advice taking into consideration the prevailing legal environment. Recommend to the Department necessary steps to be taken to ensure that the decision of the Department is beyond reproach. Display an understanding of the law and case law relevant to the legal matter at hand and be guided in presenting motivation/ proposals on how the specific case should be approached to obtain desirable/ justifiable outcome.

Display knowledge and understanding of interviewing principles for the purpose of determining client's goals and objectives. Accurately document an interview / advice given including but not limited to notetaking and succinctly taking instructions from client.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Librarian (04 Posts)

REFS: SACR/02/2025/63 (Tshwane)

REFS: SACR/02/2025/64 (Ekurhuleni)

REFS: SACR/02/2025/65 (Central Corridor)

REFS: SACR/02/2025/66 (Johannesburg Head Office)

Directorate: Library services/ Corridor Coordination

SALARY: R 325 101.00 per annum (Plus benefits) (Level 07)

CENTRE: Tshwane, Ekurhuleni, Central Corridor and Johannesburg Head Office

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (Degree/B-Tech/National Diploma NQF Level 6/7) in Library Science / Information Science or a relevant qualification as recognized by SAQA. A minimum of 1-2 years' working experience in Library services. **Skills:** Organizing your own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g. Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. **KNOWLEDGE:** Library and information science matters. Prescripts and legislation. Procedures and processes.

DUTIES: Provide internal and external communications support. Ensuring marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor your own performance.

Enquiries: Mr. Bongani Mkhwebane: 011 355 2539

Tshwane applications to be emailed to SACR.RecNorth@gauteng.gov.za

Enquiries: Mr. Ouwen Gaveni: 011 355 2861

Ekurhuleni applications to be emailed to SACR.RecEast@gauteng.gov.za

Enquiries: Ms. Cynthia Mabaso: 011 355 2714

Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Johannesburg Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Cultural Officer (05 Posts)

REFS: SACR/02/2025/67 (West Corridor)

REFS: SACR/02/2025/68 (Central Corridor Region A & E)

REFS: SACR/02/2025/69 (Central Corridor Region B&C)

REFS: SACR/02/2025/70 (South Corridor Region A)

REFS: SACR/02/2025/71 (South Corridor Region C)

Directorate: Creative Arts

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: West Corridor, Central Corridor and South Corridor

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Arts/ Fine Arts/ Heritage/ Performing Arts or relevant qualification as recognized by SAQA. No experience required. Knowledge of Arts and Culture will be an added advantage. A drivers' License will be an added advantage. **Skills:** Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.

DUTIES: Identify, develop, and promote (emerging) artists and crafters as well as implement projects related to performing and visual arts and crafts. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.

Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615

West Corridor applications to be emailed to SACR.RecWest@gauteng.gov.za

Enquiries: Ms. Cynthia Mabaso: 011 355 2714

Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

POST: Sport Promotion Officer

REFS: SACR/02/2025/72

Directorate: Competitive Sport

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: Head Office

REQUIREMENTS: The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. **Skills:** The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES: Coordinate the implementation of the Competitive Sport Programme. To coordinate the establishment and provide support to Competitive Sport structures in conjunction with internal and external stakeholders. Assist in establishing and maintain Competitive Sport structures. Render administrative support services to Project Managers, federations, internal and external stakeholders in relation to programmes that are implemented. Examine, compile and monitor transfer payments of funded projects. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Sport Promotion Officer (06 Posts)

REFS: SACR/02/2025/73 (North Corridor Region C&D (02 posts)

REFS: SACR/02/2025/74 (West Corridor Region)

REFS: SACR/02/2025/75 (South Corridor Region B)

REFS: SACR/02/2025/76 (East Corridor Region B)

REFS: SACR/02/2025/77 (East Corridor Region F)

Directorate: Sports and Recreation

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: North Corridor, West Corridor, South Corridor and East Corridor

REQUIREMENTS: The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. **Skills:** The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES: Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

Enquiries: Mr. Bongani Mkhwebane: 011 355 2539

North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za

Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615

West Corridor applications to be emailed to SACR.RcWest@gauteng.gov.za

Enquiries: Ms. Vivien Khanye: 011 355 2720

South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za

Enquiries: Mr. Ouwen Gaveni: 011 355 2861

East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za**POST: Administrative Officer: Monitoring and Evaluation**

REFS: SACR/02/2025/78

Directorate: Monitoring and Evaluation

SALARY: R 325 101.00 per annum (plus benefits) (Level 07)

CENTRE: Head Office

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Developmental Monitoring and Evaluations/ Public Administration / Public Management or relevant qualification as recognized by SAQA. A minimum of 1 – 2 years in administration environment, A valid driver's license. **Skills:** Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills, Planning and organizing. Leadership. Knowledge: Policy formulation. Change management. Performance management. Business performance management. GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge.

DUTIES: Provide professional office support to the unit to facilitate management and implementation of business plans. Maintain the unit's appointments and meetings to enable effective time management costs. Transcribe and type written and dictated communication. Review, annotate register, classify, priorities and distribute incoming correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Provide logistical support services for meetings, workshops, and seminars. Receive and transmit electronic written and verbal messages of internal and external clients, attend to or refer customer's queries/problems to other officials as necessary.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Database Administrator**

REFS: SACR/02/2025/79

Directorate: ICT

SALARY: R 269 499.00 per annum (Plus benefits) (Level 06)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in IT or ICT or relevant qualification as recognized by SAQA. A minimum of 3 Years' experience in server administration. **Knowledge:** Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. **Skills:** Technical skills. Planning & organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.

DUTIES: Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitor user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purposes. Manage the security and disaster recovery aspects of a database.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za**POST: Educational Officer (Museums and Monuments)**

REFS: SACR/02/2025/80

Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems

SALARY: R 269 499.00 per annum (Plus benefits) (Level 06)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in the relevant field. Driver's License (Code B). **Skills:** Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination, Computer Literacy, Report Writing. Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. **Knowledge:** Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.

DUTIES: Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them. Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual in senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Administration Clerk (Planning and Reporting)

REFS: SACR/02/2025/81

Directorate: Strategic Management

SALARY: R 228 321. 00 per annum (Plus benefits) (Level 5)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate or equivalent. No previous experience required. **Skills:** Interpersonal relations, Computer skills, planning and organization, good verbal and written communication, flexibility, and teamwork. **Knowledge:** planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.

DUTIES: General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Administrative Clerk: Monitoring and Evaluation

REFS: SACR/02/2025/82

Directorate: Monitoring and Evaluation

SALARY: R 228 321. 00 per annum (Plus benefits) (Level 05)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 or equivalent. No previous experience required. **Skills:** Computer Literacy, Planning and organization, Language, Good verbal and written communication. **Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697

Applications to be emailed to SACR.RecHO@gauteng.gov.za

POST: Auxiliary Support Worker (Sport Coordinator) (04 Posts)

REFS: SACR/02/2025/83 (East Corridor)

REFS: SACR/02/2025/84 (West Corridor Region B)

REFS: SACR/02/2025/85 (West Corridor Region D)

REFS: SACR/02/2025/86 (West Corridor Region A)

Directorate: Sports and Recreation

SALARY: R 193 359.00 per annum (plus benefits) (Level 04)

CENTRE: East Corridor, West Corridor Region B),

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. **Skills:** Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. **Knowledge:** Knowledge of Sport and Recreation.

DUTIES: Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.

Enquiries: Mr. Ouwen Gaveni: 011 355 2861**East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za****Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615****West Corridor applications to be emailed to SACR.RecWest@gauteng.gov.za****POST: Auxiliary Support Worker (Cultural Coordinator) (05 Posts)**

REFS: SACR/02/2025/87 (Central Corridor)

REFS: SACR/02/2025/88 (South Corridor)

REFS: SACR/02/2025/89 (West Corridor)

REFS: SACR/02/2025/90 (North Corridor Region E & F)

REFS: SACR/02/2025/91 (North Corridor Region E & F)

Directorate: Creative Arts

SALARY: R 193 359.00 per annum (plus benefits) (Level 04)

CENTRE: Central Corridor, South Corridor, West Corridor and North Corridor

REQUIREMENTS: The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. **Skills:** Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. **Knowledge:** Knowledge of Arts and Culture.

DUTIES: Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

Enquiries: Ms. Cynthia Mabaso: 011 355 2714**Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za****Enquiries: Ms. Vivien Khanye: 011 355 2720****South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za****Enquiries: Mr. Nkhumeleni Magadze: 011 355 2615****West Corridor applications to be emailed to SACR.RecWest@gauteng.gov.za****Enquiries: Mr. Bongani Mkhwebane: 011 355 2539****North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za****POST: Telecommunication Operator / Receptionist X2**

REFS: SACR/02/2025/92

Directorate: Office Administration and Facilities Management

SALARY: R 193 359.00 per annum (plus benefits) (Level 04)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: The successful candidate should have a Grade 12 Certificate. No previous experience is required. Knowledge and understanding of procedures and processes in coordinating switchboard functions. Skills and competencies: Problem solving, analysis, customer focus and responsiveness, communication and information management, interpersonal, planning and organizing skills.

DUTIES: Coordinate calls. Receive, respond and route incoming calls. Facilitate outgoing calls for staff and respond to general telephonic enquiries. Report switchboard technical faults to Service Providers, provide updated internal telephone directory within the Department and disseminate internal contact details of all staff in the Corridors and Head Office.

Enquiries: Ms. Itumeleng Maisane: 011 355 2697**Applications to be emailed to SACR.RecHO@gauteng.gov.za**

POST: Security Officers (02 Posts)

REFS: SACR/02/2025/90/93 (North Corridor)

REFS: SACR/02/2025/90/94 (East Corridor)

Directorate: Securities and Facilities Management

SALARY: R 163 680.00 per annum (plus benefits) (Level 03)

CENTRE: North Corridor Region and East Corridor**REQUIREMENTS:** The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.**DUTIES:** Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.**Enquiries: Mr. Bongani Mkhwebane: 011 355 2539****North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za****Enquiries: Mr. Ouwen Gaveni: 011 355 2861****East Corridor applications to be emailed to SACR.RecEast@gauteng.gov.za****POST: Cleaners (03 Posts)**

REFS: SACR/02/2025/95 (Head Office)

REFS: SACR/02/2025/96 (North Corridor)

REFS: SACR/02/2025/97 (South Corridor)

Directorate: Facilities Management

SALARY: R 138 486.00 per annum (plus benefits) (Level 2)

CENTRE: Johannesburg (Head Office), North and South Corridor**REQUIREMENTS:** The successful candidate should have ABET (NQF level 1/2) Certificate. No experience required. An experience as a cleaner will be an added advantage. **Skills:** Ability to Communicate well with People at Different Levels and from different Backgrounds.**DUTIES:** Cleaning Offices, elevators, floor and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Cleaning basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms. Refilling hand wash liquid soap. Replace toilet paper, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning material.**Enquiries: Ms. Itumeleng Maisane: 011 355 2697****Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za****Enquiries: Mr. Bongani Mkhwebane: 011 355 2539****North Corridor applications to be emailed to SACR.RecNorth@gauteng.gov.za****Enquiries: Ms. Vivien Khanye: 011 355 2720****South Corridor applications to be emailed to SACR.RecSouth@gauteng.gov.za****POST: Household Aid**

REFS: SACR/02/2025/98

Directorate: Facility Management

SALARY: R 138 486.00 per annum (plus benefits) (Level 02)

CENTRE: Johannesburg**REQUIREMENTS:** The successful candidate should have NQF Level 1 or 2 (ABET Level 2 certificate or equivalent). No previous experience is required. **Skills:** Basic tidying skills, Basic stitching and Knitting skills. **Knowledge:** Knowledge of basic housekeeping procedures.**DUTIES:** Ensure cleanliness and tidiness of the areas allocated for cleaning. Remove garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in efficient working conditions. Report any item of equipment that needs to be repaired. Report shortage and/or faulty machine/equipment. Clean the boardroom, arranging chairs, water, glasses, and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the building/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.**Enquiries: Ms. Itumeleng Maisane: 011 355 2697****Applications to be emailed to SACR.RecHO@gauteng.gov.za****CLOSING DATE: 04 JULY 2025 AT 23:59 PM**