



## VACANCIES

In line with Employment Equity Plan of the Gauteng Department of Economic Development, it is our intention to achieve equity in the workplace by offering opportunities for promotion and fair treatment through elimination of unfair discrimination. Previously disadvantaged groups are encouraged to apply, preference will be given to people with disabilities and female candidates. To facilitate this process successfully, an indication of race, gender and disability status is required.

**NOTE:** Applications must be submitted on Z83 forms, obtainable from any Public Service Department. CVs must be forwarded to this email address Recruitment.DED@gauteng.gov.za only. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check, reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

### 3 YEAR FIXED-TERM PERFORMANCE BASED EMPLOYMENT CONTRACT WITH A POSSIBLE FURTHER EXTENSION OF 2 YEARS

Chief Executive Officer: Cradle of Humankind World Heritage Site and Dinokeng Projects	
Post	Chief Executive Officer: Cradle of Humankind World Heritage Site and Dinokeng Projects
Level	16
Salary	R1 978 533 per annum (All-Inclusive Package)
Centre	Johannesburg
Qualifications	A degree Business Management/ Administration/Tourism and Hospitality (NQF L7) and a Post graduate qualification (NQF L8) as recognized by SAQA. An MBA/MBL will be an added advantage.
Experience & Knowledge	8-10 years' experience in a senior management position plus 5 years' experience in the tourism sector. A minimum of 5 years project management experience. Demonstrated knowledge of economic and accounting principles and practice. Analysis and reporting of financial data. Relevant knowledge of law, legal codes, precedents, and government regulations. Knowledge of South African Government structures and Economic Policy Framework and strategies. Appropriate national and international business engagement among peers. High level communication skills – both written and verbal, including extensive public speaking experience. Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. Ability to interpret and implement organisational climate survey reports.
Duties	The successful candidate will provide leadership at the forefront of the management of the World Heritage Site and the Dinokeng Projects. The key role focuses include developing a strategic plan to advance the Company's vision and mission. Furthermore, the appointee will ensure alignment to the shareholder's objectives and provide shareholder value in the tourism transformation sector. In addition, the incumbent will oversee company operations, both services and facilities management to ensure efficiency, quality, service and cost-effective management of resources with due consideration to risks. Leading the implementation of the resolutions and policies of the Organisation will also fall under the responsibility of the appointee.
ENQUIRIES	Please contact <b>Ms Fikile Madi: 011 355 8084</b>

### 3 YEAR FIXED-TERM PERFORMANCE BASED EMPLOYMENT CONTRACT WITH A POSSIBLE FURTHER EXTENSION OF 2 YEARS

Deputy Director General: Trade and Sector	
Post	Deputy Director General: Sector and Industry Development
Branch	Sector and Industry Development
Level	15
Salary	R 1 521 591.00 per annum (inclusive of benefits)
Centre	56 Eloff Street, Johannesburg
Qualifications	Appropriate Law Degree/ Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA.
Experience & Knowledge	8 to 10 years Senior Management experience. Extensive working knowledge of the public sector, including relevant and applicable legislative prescripts. Understanding of the Gauteng City Region Economic Development Plan and the Ten (10) Pillar Programme of Radical Economic Transformation, Modernisation and Re-Industrialisation. Facilitate the implementation of the GEDP as the provincial blueprint that guides the economic trajectory in the short-term, medium-term and long-term towards resolving our triple challenges of unemployment, poverty and inequality, as well as the Economic Sector Strategies
Duties	Administer the establishment of a sustainable and diversification of agro-processing value chain and sector cluster. Strengthen links with downstream sectors and increase the volume of locally produces pharmaceutical, chemicals and plastics. Develop export focused specific economic zones on value added manufacturing aimed to serve multiple value chain. Ensure localization of OEM investment and identify quick barriers for immediate export opportunities. Promote, coordinate and lobby economic sector incentives and attract sector investments. Facilitate establishment of sector-based transformation partnerships. Conduct, support and coordinate research to facilitate competitiveness and innovation good governance. Develop Gauteng City region as a center of excellence for business process outsourcing and information and communication technology. Promote and enhance Gauteng City Region as a financial, wholesale, retail and logistic services hub in South Africa. Support and promote the development, experiences and marketing of the tourism and creative industries. Enhance competitiveness of green economy and energy through advocacy and development of economic policies that provides a conducive environment. Promote, coordinate and lobby economic sector incentives and attract sector investments. Facilitate establishment of sector-based transformation partnerships. Conduct, support and coordinate

research to facilitate competitiveness and innovation. Design and apply appropriate project management standards. Manage the production of the required deliverables. Ensure application of rules, regulations and delegations in relation to projects. Prepare and maintain projects plans. Determine, source and allocate project resources as per resource requirements including human, financial and physical resources. Identify, plan and manage project risks including contingency planning. Manage project implementation. Maintain awareness of potential interdependencies and their impact to the projects thereof. Manage project administration. Monitor and evaluate projects. Produce high quality reports throughout the agreed timelines. Ensure value for money in all projects delivered. Manage utilization of physical resources. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee's motivation and cultivate a culture of performance management

Deputy Director General: Corporate Management	
Post	Deputy Director General: Corporate Management
Branch	Corporate Management
Level	15
Salary	R 1 521 591.00 per annum (inclusive of benefits)
Qualifications	Appropriate B Degree in Public Administration/ Management/ Human Resource/ Law (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA.
Duties	8-10 years' experience at Senior Management level. Extensive working knowledge of public sector. Must have broad understanding of the South African Constitution, Relevant Education Acts, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access to Information Act, Intergovernmental Relations Framework Act, Public Service Amendment Bill and People's Management skills. Ensure the provision of human resources management services. Management of human resources administration services. Manage human resource development services. Provision of Labour Relations services. Provision of employee health and wellness programmes. Provide strategic direction with regard to organization efficiency services through: Management of organizational design services, Management of the determination of appropriate remuneration (through Job Evaluation, Occupational Salary Dispensation, and Coordination processes), Management of development and implementation of change management initiatives, Ensuring the application of business processes management services, Management of compilation of job descriptions and job profiles, Ensuring development and implementation of Employment Equity Plans, Ensuring development of Departmental HR Plans. Development and implementation of Service Delivery Improvement plans. Ensuring Gender, Youth and Disability mainstreaming in the Workplace. Management of overall departmental information communication technology services. Manage the provision of a well-maintained facilities. Ensure a safe and secure working environment. Manage the provision of shared auxiliary services. Ensure sound records management practices. Provide security management services. Oversee physical security services. Ensure compliance with MISS. Oversee integrity management services. Provide sound legal advices and litigation support to the department. Oversee the provision of legal opinions. Manage the execution of all administrative legal actions to ensure compliance. Ensure management of litigations matters. Monitor legal compliance with national, international and continental instruments. Ensure drafting of service level agreements. Manage the provision of developmental communications and outreach programs. Manage the provision of internal communications. Ensure provision of media liaison services. Ensure management of client relations.

Deputy Director General: Business Regulation and Governance	
Post	Deputy Director General: Business Regulation and Governance
Branch	Business Regulation and Governance
Level	15
Salary	R 1 521 591.00 per annum (inclusive of benefits)
Centre	56 Eloff Street, Johannesburg
Qualifications	Appropriate Law Degree or Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA.
Experience & Knowledge	8-10 years' experience at Senior Management level. Ability to work at senior levels managing complex and diverse interests, spanning over diverse geographic, demographics and political spectrum. Proven ability to analyse, collate and interpret complex interrelationships governed by legislation. Proven ability to engage, support and interrogate internal and external stakeholders on governance obligations in a manner that provides for achievement of GDED's, short, medium and long-term requirements.
Duties	Collate strategic information required to develop a strategy, such historical information on regulation and governance trends in the Province, past strategies, baseline for good regulatory and governance requirements for the Department and the Province as well as GDED strategic requirements. Validate National and Provincial strategies on business regulation, previous strategy contents, budgets and performance indicators for relevance and develop a business regulation and Governance strategy and plan, supported by budgets and KPI's. Engage various internal and external stakeholders for input, buy in and or re-adjustments of the strategy. Facilitate approval of strategy and budgets. Develop an understanding of the gaps in the current processes, policies and procedures used in the implementation of Business Regulation and Governance matters as well as alignment with the aspirations of South Africa, the Province and GDED. Audit current systems, policies, procedures, gaps to evaluate appropriateness and impact on delivery of GDED's strategic objectives as well as compliance with relevant legislation and or governance frameworks. Design a process to develop processes, systems and procedures for critical areas identified as important to have policies and procedures. Conduct a needs analysis for stakeholder engagement with Provincial Government Departments, Municipalities, Business, and Societal bodies on matters of Business Regulation and Governance. Engage provincial law enforcement authorities, such as SAPS, Metro Police and other law enforcement agencies to validate scope of relevant authorities and service level agreements. Compare and contrast with requirements for GDED, as well as Economic agenda of South Africa and the Province and develop an enforcement and compliance needs assessment. Develop guidelines and processes to address requirements identified on the needs assessment. Develop capacity building interventions to ensure that there is capability to implement enforcement of compliance with legislation, governance and related business mandates of the Province. Implement capacity building initiatives, monitor and refine for effective implementation. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through the GDED Governance structures. Execute and report as per approvals. Define employee needs of the Branch. Recruit, appoint, and develop employees. Performance manage, reward and discipline employees
ENQUIRIES	Lwandile Phaledi/ Siphiwe Nhlapho/ Lebohang Molefe/ 011 355 8526/8540/8060
CLOSING DATE	2 February 2020