

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The vision of the Department of Cooperative Governance and Traditional Affairs is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: contact@pinpointone.co.za or fax to 086 694 9476 or post to PO Box 698 Saxonwold, 2132. Enquiries can be made by telephoning (011) 325 5101
- CLOSING DATE** : 1 February 2010
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department. The successful candidate will also be expected to sign an annual performance agreement and declare his/her financial interest within one month of appointment and thereafter on annual basis.
- MANAGEMENT ECHELON**
- POST 03/03** : **SENIOR MANAGER: OFFICE OF THE CHAIRPERSON**
Governance, Policy and Research Directorate: National House of Traditional Leaderships
- SALARY** : An all inclusive remuneration package of R 615 633 per annum. The package includes a basic salary (60% of package) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification preferably in Project Management or Public Administration/Management, Extensive experience in administration and public management, Strategic capability and leadership, Programme management and change management skills, Knowledge management skills, Service Delivery Innovation (SDI), Problem solving and analysis skills, People management and empowerment, Client orientation and customer focus. Excellent communication skills, Exceptional interpersonal and management skills, Integrity and discretion in dealing with secret and confidential matters, Good computer literacy, Understanding of the institution of traditional leadership and its protocols. A valid driver's license.
- DUTIES** : Reporting to the Chief Executive Officer of the National House of Traditional Leaders the successful candidate will perform the following duties: Manage the interaction between the Chairpersonship, national departments, Parliament and international organizations, Provide administrative support and manage to the Office of the Chairperson and Deputy Chairperson, Develop and co-ordinate a structured programme of interaction for the Office of the Chairpersonship and the National House of Traditional Leadership (NHTL) and its stakeholders, Assist the Secretary of the House in implementing a system to monitor the implementation of the decisions of the House, Act as the direct contact point for the Office of the Chairpersonship, Assist in writing speeches for the Chairperson and the Deputy Chairperson, and accompany the Chairperson and/or Deputy Chairperson as and when so required.
- ENQUIRIES** : Mr Nathi Mpungose on Tel no. 012 395 4646