

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance 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 this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta@ursonline.co.za ; or via fax: 086 654 1819
- FOR ATTENTION** : URS Response Handling, Tel no: 012 811 1900.
- CLOSING DATE** : 17 February 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified ID, copies of qualifications and academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified ID, copies of qualifications and academic record will result in automatic disqualification. 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 of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

- POST 04/09** : **DEPUTY DIRECTOR: MUNICIPAL PROPERTY RATING**
- SALARY CENTRE** : An all-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria
- REQUIREMENTS** : A three year Bachelor's Degree or National Diploma in Economics or Development Studies. A minimum of 3 to 5 years' relevant working experience in fiscal policy and expenditure analysis or policy formulation, analysis, implementation and review. Generic competencies: Applied strategic thinking, programme and project management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication and computer literacy. Technical competencies: In-depth understanding of the Municipal Property Rates Act, analytical and numerical skills with respect to the interpretation of municipal rating practices, understanding of the impact of rates across property categories and the impact thereof on property owners.
- DUTIES** : The successful candidate will perform the following duties: Monitor and support municipalities and provincial CoGTAs with compliance with the provisions of the Municipal Property Rates Act (MPRA) and its Regulations. Monitor and support municipal determination of property categories and special rating areas for rating purposes. Determine how the levying of rates on sectors of the economy impacts on national economic policies, economic activities across municipal boundaries or the national mobility of goods and services, capital and labour.
- ENQUIRIES** : Ms V Mafoko, Tel no: (012) 334 4933
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POST 04/10 : **DEPUTY DIRECTOR: INFORMATION SECURITY**

SALARY : All-inclusive remuneration package of R612 822 per annum, Level 11
CENTRE : Pretoria
REQUIREMENTS : A three year National Diploma or Bachelor's Degree in Information Technology/ Information Management/ Computer Science. A minimum of 3 to 5 years relevant working experience. Generic competencies: Applied strategic thinking, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and good communication skills. Technical competencies: File transfer protocol, domain name system, proxy server administration. Knowledge of: Antivirus software and administration thereof, VMWare and storage area networks, backup procedures, backup software and strategies, preferably Veeam. Monitoring tools-groundwork, Nagios, Cacti, microsoft systems administrations, Firewall ASA (Cisco) administration, technical standards/ procedures, disaster recovery systems using Platespin Forge.

DUTIES : The successful candidate will perform the following duties: Assess the security of the workstations, firewall machine, application servers and network, conducting vulnerability scans regularly on the firewall, application servers and the entire network. Evaluate and implement security related technologies such as firewalls by: Encryption and network monitoring including antivirus administration, security audit, FTP and patch management on the systems, perform root cause analysis for issues/ problems and create preventative measures. Manage software licensing and upgrades, manage hardware maintenance agreements and upgrades, provide input for budget compilation. Manage the NDMC wide area network and local area network with SITA, create and maintain detailed documentation and technical drawings of the server. Perform daily administration and support of Cisco Firewall Server that includes hardware and software installation/ upgrade/ licenses and system performance monitoring. Planning and the roll out of disaster recovery plan, offsite remote replications using Platespin Forge and onsite backups (daily, weekly, monthly and yearly using Veeam).

ENQUIRIES : Mr D Pillay, Tel no: (012) 848 4624
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POST 04/11 : **EXECUTIVE ASSISTANT: COMMUNITY WORK PROGRAMME**

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : A three year National Diploma or Bachelor's Degree with 2 to 3 years' working experience in executive support position. Generic competencies: Planning and organising, client orientation and customer focus, communication (written and oral), computer literacy and telephone etiquette. Technical competencies: Office management and administration, secretarial functions and office administrative systems.

DUTIES : The successful candidate will perform the following duties: Provide administrative support to the office of the Deputy Director-General: Provide logistical services in respect of branch and management meetings or working sessions. Facilitate secretariat services on branch meetings and working sessions. Coordinate the implementation of decisions taken in branch and management meetings. Provide feedback on documents, submissions and correspondences. Comply with record management policy and Minimum Information Security Standard (MISS) when dealing with documents. Liaise with stakeholders with regard to DDGs meetings and appointments. Make travel arrangements, accommodation and prepare travel and subsistence claims. Manage the diary and appointments of the Deputy Director-General. Coordinate the work flow and documentation to and from the Deputy Director-General.

ENQUIRIES : Ms N Mthimunya, Tel no: (012) 395 4727

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POST 04/12 : **ADMINISTRATION CLERK: FACILITIES MANAGEMENT**

SALARY : R142 461 per annum, Level 05

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic competencies: Planning and organising, Communication (verbal and written), problem solving and computer literacy. Technical competencies: Office administration, understanding of supply chain management processes and records management.

DUTIES : The successful candidate will perform the following duties: Monitor the functioning and utilisation of office photocopiers in terms of the transversal contract issued by National Treasury. Follow up on the malfunctioning of the photocopiers, log calls, maintenance and faults registers. Order the printing consumables such as toners, staples, related stationary and monitor stock levels monthly. Collect monthly meter readings and prepare payment for invoices received in respect of the photocopiers. Assist with processing of travel requisition and invoices.

ENQUIRIES : Ms M Moela, Tel no: (012) 395 4707

POST 04/13 : **DRIVER: FACILITIES MANAGEMENT**

SALARY : R119 154 per annum, Level 04

CENTRE : Pretoria

REQUIREMENTS : Grade 10 / ABET qualification and code 8 Driver's Licence and relevant experience as driver / messenger. Core competencies: Basic numeracy, basic interpersonal relationship, organising and basic literacy. Technical competencies: Driving.

DUTIES : The successful candidate will perform the following duties: Collect, distribute and deliver documents, equipment and parcels between various DCoG buildings and external clients and service providers. Conduct a daily vehicle inspection. Drop and collect vehicles that are booked for services and repairs. Assist with general transport office duties and document reproduction services.

ENQUIRIES : Ms M Moela, Tel no: (012) 395 4707

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