

## 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.*

<b><u>CLOSING DATE</u></b>	:	14 August 2017
<b><u>NOTE</u></b>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. 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. 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. The below posts are senior management posts. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills

## MANAGEMENT ECHELON

<b><u>POST 29/10</u></b>	:	<b><u>DIRECTOR-GENERAL REF NO: 22384-01</u></b> (Five-year contract post). Re-advertisement; candidates who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	an all-inclusive remuneration package of R1 689 750 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines, Level 16
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An undergraduate qualification and a post-graduate qualification (NQF Level 8) as recognised by SAQA plus 8 to 10 years experience at a senior management level (3 years of which must be with any organ of State as defined in the Constitution, 1996 (Act 108 of 1996). Registration with relevant professional bodies will be an advantage. Technical Competencies: Inter-Governmental Relations Framework. Municipal Systems Act and Municipal Structures Act. Government systems and structures. Political Landscape of South Africa. Provincial and Local Government systems. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
<b><u>DUTIES</u></b>	:	As the Director-General, the incumbent will perform the following duties: Oversee the coordination of back to basics activities across the Department and Government as a

whole in order to create change on the ground. Build institutional resilience in the Local Government system through system development, governance, capacity building and revenue management. Promote an integrated and co-ordinated system of disaster prevention, mitigation and risk management. Provide strategic direction in the institutionalisation and implementation of a Community Work Programme. Overall management of the provision for sound financial management services. Oversee the management and monitor the provision of corporate management services. Provide strategic leadership in management of internal audit. Forging and enabling better vertical and horizontal relationships between the three spheres of Government and all sectors. Building a developmental state in provincial and local government by making it more effective, efficient and responsive. Strengthening support, management and oversight capability of provincial and municipal service delivery.

**ENQUIRIES APPLICATIONS** : Ms M.G. Mahlangu, Tel no: (012) 334 0517  
 : Applications for Director-General may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: [cogta22384-01@ursonline.co.za](mailto:cogta22384-01@ursonline.co.za): or via fax: 086 654 1819  
**FOR ATTENTION** : URS Response Handling, Tel no: 012 811 1900

**POST 29/11** : **DIRECTOR: DISASTER MANAGEMENT, MONITORING AND REPORTING, REF NO: 22384-02**

**SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines, Level 13

**CENTRE REQUIREMENTS** : PRETORIA  
 : An undergraduate qualification (NQF Level 7) in Development Studies, Public Administration, Social Sciences or Monitoring and Evaluation as recognised by SAQA with 5 years work experience at middle/senior management level in the relevant field. Technical Competencies: Monitoring and evaluation with specific knowledge of the Outcome-Based Approach, National Disaster Management Framework and related legislation

**DUTIES** : The incumbent will perform the following duties: Co-ordinate the development and implementation of disaster management plans. Support sectoral risk reduction measures in line with the provisions of the Disaster Management Act, 2002. Analyse research and evaluation reports to formulate disaster risk management strategies and plans. Develop and manage implementation of the Disaster Management Monitoring and Evaluation Framework in line with the Government-Wide M&E Policy Frameworks. Develop monitoring and reporting tools, performance indicators, methodologies, procedures and processes for an effective disaster risk management monitoring and evaluation system. Manage and coordinate the submission of quarterly reports from sectors, provinces and municipalities. Establish partnerships with relevant stakeholders.

**ENQUIRIES APPLICATIONS** : Dr M. Tau, Tel no: 012 848 4602  
 : Applications for Director: Disaster Management, Monitoring And Reporting may be posted to URS Response Handling, PO Box 11506, Tierpoort, 0056; submitted electronically via email: [cogta22384-02@ursonline.co.za](mailto:cogta22384-02@ursonline.co.za); or via fax: 086 654 1819  
**FOR ATTENTION** : URS Response Handling, Tel no: 012 811 1900.

**OTHER POST**

**POST 29/12** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 22384-03**  
 Re-advertisement; Candidates who previously applied, are encouraged to re-apply

**SALARY** : An all-inclusive remuneration package of R 657 558 per annum, Level 11  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year Diploma/Degree in Information Technology/ Information Management/ Computer Science or equivalent qualification. A minimum of 3 to 5 years' experience in a relevant field. Generic competencies: Applied strategic thinking, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, good communication skills. Technical competencies: File transfer protocol, domain name system, proxy server administration, simply mail transfer protocol relay server

administration. Knowledge of: Antivirus software and administration thereof, VMWare and storage area networks, backup procedures, backup software and strategies, preferably Veeam. Firewall ASA (Cisco) administration, technical standards/ procedures, disaster recovery systems using Platespin Forge.

**DUTIES**

: The successful candidate will perform the following duties: Manage the NDMC wide area and local area network via SITA including the creation and maintenance of detailed documentation and technical drawings of the server connections and networks alike. Design, setup and configure switching environments, wireless networking that support open and secured access. Manage, implement and update security principles supporting NDMC in terms of migrations, configurations and implementations on the CISCO ASA firewall. Planning and the subsequent implementation of disaster recovery plans, offsite remote replications using Platespin Forge and onsite backups (daily, weekly, monthly and yearly using Veeam). 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. Perform daily administration and support of Cisco Firewall Server that includes hardware and software installation/ upgrade/ licenses and system performance monitoring).

**ENQUIRIES**

: Mr D. Pillay, Tel no: (012) 848 4624

**APPLICATIONS**

: Applications for Deputy Director: Information Security may be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: [cogta@ursonline.co.za](mailto:cogta@ursonline.co.za) ; or via fax: 086 654 1819.

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