

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.

CLOSING DATE : 27 October 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 and certified ID, copies of qualifications. 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.

OTHER POSTS

POST 40/02 : **JUNIOR PROGRAMMER: INTELLIGENCE AND COMMUNICATION MANAGEMENT SYSTEMS**

SALARY : R 226 611 per annum.

CENTRE : Pretoria

REQUIREMENTS : A three year Diploma/ Degree in Web and Application Development/ Information Technology/ Information Management/ Computer Science or equivalent qualification. Knowledge of DotNetNuke and Sharepoint 2010/2013 would be an added advantage. A minimum of 1 to 2 years' experience of application development in Information Technology/ Information Management or a related field. Generic competencies: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical competencies: Internet technologies (HTML, CSS, C#/ASP.NET), Adobe Photoshop, knowledge of MS SQL 2008/2012, demonstrate end-to-end understanding of systems development lifecycle (SDLC) methodology, knowledge of DotNetNuke (DNN) or MS SharePoint 2010/2013.

DUTIES : The successful candidate will perform the following duties: Maintenance and support of legacy systems. Maintenance and support of internal portals and the NDMC website. Designing and editing graphics using Photoshop. Develop and design queries using the query designer in SQL server 2008/2012. Design and development of new applications.

ENQUIRIES : Ms N Ngobeni, (012) 848 4630

APPLICATIONS : Please forward your application for the above position via post to: P.O Box, 394, Menlyn, 0063 or email to: cogta1@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Ms Buli Malaba, at tel: (012) 998 8953.

POST 40/03 : **FOOD SERVICE AID: FACILITIES MANAGEMENT**

SALARY : R 107 886 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10/ ABET or equivalent qualification. No experience required. Generic competencies: Basic numeracy, basic interpersonal relationships, organising and basic literacy. Technical competencies: Catering working procedures, cooking, cleaning and equipment.

DUTIES : The successful candidate will perform the following duties: Monitor delivery of food by service provider. Provide tea and coffee in the boardrooms during meetings. Maintain safety and hygiene standards in kitchen and boardrooms:

check cleanliness of boardrooms and report to the supervisor: Cleaning Services. Keep central food storage area tidy and wash departmental crockery, cutlery and other catering equipment.

**ENQUIRIES
APPLICATIONS**

: Mr O Mabunda, tel. (012) 334 0839
: Please forward your application for the above position via post to: P.O Box, 394, Menlyn, 0063 or email to: cogta2@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Ms Buli Malaba, at tel: (012) 998 8953.

POST 40/04

PHOTOCOPY MACHINE OPERATOR

**SALARY
CENTRE
REQUIREMENTS**

: R 107 886 per annum
: Pretoria
: Grade 10/ ABET or equivalent qualification. No experience required. Generic competencies: Job knowledge, communication, quality of work, reliability, interpersonal relations and computer literacy. Technical competencies: Document reproduction, binding and sorting and operating high volume printer.

DUTIES

: The successful candidate will perform the following duties: Duplicate documents within the set service standards. Sorting and binding of documents. Conduct spot checks on quality of documentation prior to forwarding to the clients. Maintain and report malfunctioning of the photocopy machines. Keep stationery for photocopies and reproduction of business cards.

**ENQUIRIES
APPLICATIONS**

: Mr O Mabunda, tel. (012) 334 0839
: Please forward your application for the above position via post to: P.O Box, 394, Menlyn, 0063 or email to: cogta3@basadzi.co.za quoting the relevant reference in the subject line). Enquiries for applications: Ms Buli Malaba, at tel: (012) 998 8953.