

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.

<u>CLOSING DATE</u>	:	24 November 2017
<u>NOTE</u>	:	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 a full 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. 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

<u>POST 44/01</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF: NO: 23037-01 (SALARY LEVEL 11)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R 657 558 per annum. Pretoria A three year Bachelor's Degree or National Diploma in Public Administration/ Business Management/ Social Science. A minimum of 3 to 5 years' experience in a related field. Generic competencies: Applied strategic capacity, project management, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication skills. Technical competencies: Corporate Secretariat Best Practices and government procedures, advanced minutes taking and analytical skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordination and provision of secretariat support to internal corporate governance structures and external intergovernmental relations forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow up on the implementation of meetings resolutions. Develop policy guidelines and procedures based on the Intergovernmental Relations Act. Develop and maintain the database of all internal and external intergovernmental structures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Nchabeleng, tel. (012) 334 0527 May Be Posted To URS Response Handling, P O Box 11506, Tierpoort, 0056; Submitted Electronically Via Email: Cogta23037-01@Ursonline.co.za; or Via Fax: 086 654 1819. For Attention: Urs Response Handling, Tel. 012 811 1900
<u>POST 44/02</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL AUDIT OUTCOMES (SALARY LEVEL 11) REF NO: 23037-02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R 657 558 per annum. Pretoria A three year Bachelor's Degree or National Diploma in Accounting/ Auditing/ Internal Auditing or equivalent qualification. A minimum of 3 to 5 years' relevant experience in municipal financial reporting or municipal audits. Generic competencies: Planning and organising, Coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written). Technical competencies: Financial management, auditing or internal audit. Knowledge

- and understanding of: Municipal Finance Management Act, Treasury Regulations, Division of Revenue Act, Generally Recognised Accounting Practices (GRAAP) and computer literacy.
- DUTIES** : The successful candidate will perform the following duties: Manage and implement National Audit Outcome Remedial Plan. Facilitate the functionality of the provincial intergovernmental coordinating structures on audit outcomes. Reviewing and monitoring the implementation of municipal specific remedial plan in selected municipalities. Consolidate provincial reports and develop the National reports on the implementation of the National Audit Outcome Remedial Plan.
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-02@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. (012) 811 1900
- ENQUIRIES** : Ms L Thwane, tel. (012) 334 4992
- POST 44/03** : **DEPUTY DIRECTOR: COMPETENCE ASSESSMENT AND PERFORMANCE MANAGEMENT (SALARY LEVEL 11) REF NO: 23037-03**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R 657 558 per annum.
: Pretoria
: A three year Bachelor's Degree or National Diploma in Human Resource Management/ Public Management/ Administration or equivalent qualification. A minimum of 3 to 5 years' experience in the relevant field. Generic competencies: Applied strategic thinking, problem solving and decision making, project management, developing others, team leadership, diversity management, communication and information management. Technical competencies: Policy development, policy analysis and interpretation, advocacy training, knowledge of local government legislative and policy environment. Local public administration and Human Resources and stakeholder management.
- DUTIES** : The successful candidate will perform the following duties: Develop policy, legislation, regulatory frameworks and guidelines setting uniform standards for competency assessment and performance management and development system for local government. Manage and support the implementation of legislation and regulatory frameworks, including training and accreditation of competency assessors. Maintain service level agreements of all service providers. Analyse reports for compliance and develop and manage a database of competency assessment for local government. Monitor and enforce compliance with the local government competency framework and performance management system.
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted Electronically Via Email: Cogta23037-03@Ursonline.Co.Za; Or Via Fax: 086 654 1819. For Attention: URS Response Handling, Tel. (012) 811 1900
- ENQUIRIES** : Mr J Maepa, tel. (012) 334 4915
- POST: 44/04** : **DEPUTY DIRECTOR: COMMUNITY WORK PROGRAMME INFORMATION MANAGEMENT SYSTEM (SALARY LEVEL 11) REF NO: 23037-04**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R 657 558 per annum.
: Pretoria
: A three year Bachelor's Degree or National Diploma in Information Technology or equivalent qualification. A minimum of 3 to 5 years' experience in Information Management Technology. Generic competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written) Technical competencies: In-depth knowledge of: project management principles, business analysis and design principles, ICT warehouse report writing, EPWP Web based reporting system and CWP Web based information management system.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage the CWP Information Management System (IMS) policies. Manage the implementation of the CWP Information Management System data integrity processes. Coordinate the training of all relevant stakeholders on the use of the CWP IMS. Consolidate the data for monthly, quarterly, annual performance reports. Facilitate the integration of CWP information

- management system with stakeholders. Monitor the use of the CWP Information Management System across all provinces.
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-04@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. (012) 811 1900
- ENQUIRIES** : Mr S Ntsoane, tel. (012) 336 5724
- POST 44/05** : **DEPUTY DIRECTOR: DISASTER RISK REDUCTION AND PLANNING (SALARY LEVEL 11) REF NO: 23037-05**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R 657 558 per annum.
: Pretoria
: A three year Bachelor's Degree or National Diploma in Disaster Management/ Development Studies/ Environmental Management/ Social Sciences/ Natural Sciences or equivalent qualification. A minimum of 3 to 5 years' experience in disaster risk management field. Generic competencies: Applied strategic thinking, problem solving and decision making, project management, people management, team leadership, diversity management, communication and information management. Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, the concept of disaster risk reduction, project management methodologies, provincial and local government environment, core philosophy of disaster risk reduction and mainstreaming risk reduction into developmental initiatives and intergovernmental relations.
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development, coordination and alignment of disaster risk reduction, and disaster management planning. Develop guidelines on the integration of disaster risk reduction plans into Integrated Development Plans, Spatial Development Frameworks and climate change adaption. Develop national risk reduction strategies and national preparedness and response plans for each specific risk/ hazard. Facilitate and manage the establishment of public private partnerships to promote risk reduction and enhance resilience of business to disasters. Conduct disaster assessments and assess the post disaster recovery projects and reports to enhance disaster risk reduction programmes and disaster management planning within organs of state.
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-05@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. (012) 811 1900
- ENQUIRIES** : Ms MH Radikonyana, tel. (012) 848 4619
- POSTS 44/06** : **ASSISTANT DIRECTOR: MUNICIPAL AUDIT OUTCOME (SALARY LEVEL 9) REF NO: 23037-06**
- SALARY CENTRE REQUIREMENTS** : R 334 545 per annum.
: Pretoria
: A three year Bachelor's Degree or National Diploma in Accounting/ Public Administration/ Business Management or equivalent qualification. A minimum of 3 to 5 years' experience in a relevant field. Generic competencies: Planning and organising, coordination, problem solving and decision making, project management, client orientation and customer focus, team leadership, diversity management and communication (verbal and written) Technical competencies: Knowledge and understanding of: Municipal Finance management Act, Treasury Regulations, Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAAP) and computer literacy.
- DUTIES** : The successful candidate will perform the following duties: Co-ordination of the municipal specific post-audit remedial plans. Assess the adequacy of municipal post audit remedial plans in addressing issues raised by the Auditor-General. Coordinate the Provincial and National Intergovernmental Structures for audit outcomes.
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-06@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. (012) 811 1900
- ENQUIRIES** : Ms L Thwane, tel. (012) 334 4992

POST 44/07 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (SALARY LEVEL 9) REF NO: 23037-07**

SALARY CENTRE REQUIREMENTS : R 334 545 per annum.
: Pretoria

REQUIREMENTS : A three year Bachelor's Degree or National Diploma in Cost and Management Accounting/ Finance or equivalent qualification. A minimum of 3 to 5 years' experience in a relevant field. Generic competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written) Technical competencies: Public sector financial budgeting arrangements and processes, principles of public finance, cost accounting, fiscal policy and public administration, public sector accounting practices and procedures, financial analysis to support service delivery requirement, transversal systems of government (BAS, LOGIS and PERSAL)

DUTIES : The successful candidate will perform the following duties: Develop, review and identify costing of projects in line with available funding for the financial year per cost centre. Plan, design, develop, implement and maintain the Departmental cost and project control systems. Coordinate and implement the Departmental budget. Monitor financial management, financial reporting and cash flow.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-07@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel (012) 811 1900

ENQUIRIES : Mr C Moloto, tel. (012) 334 0937

POST 44/08 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (PAYMENTS) (SALARY LEVEL 9) REF NO: 23037-08**

SALARY CENTRE REQUIREMENTS : R 334 545 per annum.
: Pretoria

REQUIREMENTS : A three year Bachelor's Degree or National Diploma in Accounting/ Financial Management or equivalent qualification. A minimum of 3 to 5 years' experience in the finance environment. Generic competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written) Technical competencies: Financial management, knowledge and understanding of: the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practices (GRAAP), general ledger reconciliation and analysis, debtor control and creditor payments.

DUTIES : The successful candidate will perform the following duties: Verify and approve payments transactions in line with internal control related to financial and supply chain management. Perform general ledger reconciliations including bank, suspense and interdepartmental account. Manage the collection, recording and banking of the amounts due to the department, including write-off of irrecoverable amounts. Manage the creditor's function in the department.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tierpoort, 0056; submitted electronically via email: cogta23037-08@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. No: (012) 811 1900

ENQUIRIES : Mr L March, tel. (012) 334 0990

POST 44/09 : **ASSISTANT DIRECTOR: BUILDING AND MAINTENANCE (SALARY LEVEL 9) REF NO: 23037-09**

SALARY CENTRE REQUIREMENTS : R 334 545 per annum.
: Pretoria

REQUIREMENTS : A three year Bachelor's Degree or National Diploma in Built Environment. A minimum of 3 to 5 years' experience in the relevant field. Generic competencies: Applied strategic thinking, problem solving and decision making, project management, developing others, team leadership, diversity management, communication and information management. Technical competencies: The National Building Regulations and Building Standards Act, 1997, Occupational Health and Safety Act, 1993-Building and Maintenance

- Services, Contract and property management, government systems and structures, Public Finance Management Act, 1999-Facilities Management Services.
- DUTIES** : The successful candidate will perform the following duties: Implementation of building lease agreements for the department. Manage planned and unplanned building maintenance services. Liaise with the Department of Public Works, National Treasury and Built-environment professionals on office accommodation matters. Review, align and implement floor plans to ensure compliance with the contingency plan of the department. Manage both internal and external parking, cleaning, hygiene services and implementation of Service Level Agreements. Conduct regular building audits to ensure compliance with legal, safety, health and environmental standards.
- APPLICATIONS** : May Be Posted To URS Response Handling, P O Box 11506, Tierpoort, 0056; Submitted Electronically Via Email: Cogta23037-09@Ursonline.Co.Za; or Via Fax: 086 654 1819. For Attention: Urs Response Handling, Tel. 012 811 1900
- ENQUIRIES** : Mr O Mabunda, tel. (012) 334 0839

INTERNSHIP PROGRAMME: 2018/2019

The Department of Cooperative Governance is offering opportunities to unemployed South African graduates from higher education institutions who have completed their degrees or diplomas and have not been exposed to work experience related to the field of study that they completed.

- NOTE** : Applicants must have satisfied the academic requirements for the advertised field of study/ discipline and should not have previously served as an intern or contract worker in the Public Service/ Private Sector. Must not be older than 35 years. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, stating the field one is applying for, a comprehensive CV, as well as certified copies of ID, all qualifications and all academic records. Failure to submit the required documents will result in the application not being considered. The duration of the Internship Programme is 12 months. Applications are invited from candidates in the following fields of study: Graduates with disabilities are encouraged to apply.
- CLOSING DATE** : 24 November 2017

OTHER POSTS

- POST 44/10** : **PUBLIC ADMINISTRATION (REF: HRD/2018/1)**
- STIPEND** : R5 353.77 per month (Minimum)
- CENTRE** : Pretoria
- REQUIREMENTS** : Study field: National Diploma/ Bachelor's Degree in Public Administration/ Management
- ENQUIRIES** : Mr Lindile Mzele, Tel (012) 334 0626
- APPLICATIONS** : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegierpoort, 0056 or e-mail to: cogtaINTERNS-1@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/11** : **HUMAN RESOURCE MANAGEMENT (REF: HRD/2018/2)**
- STIPEND** : R5 353.77 per month (Minimum)
- CENTRE** : Pretoria
- REQUIREMENTS** : Study field: National Diploma/ Bachelor's Degree in Human Resource Management
- ENQUIRIES** : Mr Lindile Mzele, tel (012) 334 0626
- APPLICATIONS** : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegierpoort, 0056 or e-mail to: cogtaINTERNS-2@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/12** : **INFORMATION TECHNOLOGY (REF: HRD/2018/3)**
- STIPEND** : R5 353.77 per month (Minimum)
- CENTRE** : Pretoria
- REQUIREMENTS** : Study field: National Diploma/ Bachelor's Degree in Information Technology
- ENQUIRIES** : Mr Lindile Mzele, tel (012) 334 0626

- APPLICATIONS** : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-3@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/13** : **REGISTRY/ ARCHIVAL (REF: HRD/2018/4)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Records Management/ Archival Studies
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-4@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/14** : **LAW (REF: HRD/2018/5)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: LLB/ BCom: Law/ BA: Law
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-5@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/15** : **COMMUNICATIONS (REF: HRD/2018/6)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Journalism
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-6@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/16** : **SUPPLY CHAIN MANAGEMENT (REF: HRD/2018/7)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Supply Chain Management/ Logistics
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-7@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/17** : **FINANCIAL/ MANAGEMENT ACCOUNTING (REF: HRD/2018/8)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Financial/ Management Accounting
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-8@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626
- POST 44/18** : **LOCAL GOVERNMENT MANAGEMENT (REF: HRD/2018/9)**
- STIPEND** : R5 353.77 per month (Minimum)
CENTRE : Pretoria

REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Political Science/ Studies
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-9@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626

POST 44/19 : **LOCAL GOVERNMENT MANAGEMENT (REF: HRD/2018/10)**

STIPEND : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: Honours Degree in Political Studies
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-10@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626

POST 44/20 : **LOCAL GOVERNMENT MANAGEMENT (REF: HRD/2018/11)**

STIPEND : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Local Government Management
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-11@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626

POST 44/21 : **DISASTER MANAGEMENT/ FIRE TECHNOLOGY (REF: HRD/2018/12)**

STIPEND : R5 353.77 per month (Minimum)
CENTRE : Pretoria
REQUIREMENTS : Study field: National Diploma/ Bachelor's Degree in Disaster Management
ENQUIRIES : Mr Lindile Mzele, tel (012) 334 0626
APPLICATIONS : Please forward your application for the above internship via post to: URS Response handling, P O Box 11506, Tiegerpoort, 0056 or e-mail to: cogtaINTERNS-12@ursonline.co.za for Attention: URS Response Handling, tel. 012 334 0626