

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 these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- FOR ATTENTION** : URS Response Handling, Tel No. 012 811 1900
- CLOSING DATE** : 08 December 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 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.
- POST 46/02** : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE**
- SALARY** : An all-inclusive remuneration package of R657 558 per annum. (Salary Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree or National Diploma in Public Administration / Management 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: Performance gap analysis, report writing and strategic planning and research.
- DUTIES** : The incumbent will perform the following duties: Conduct secondary research on operational gaps and facilitate annual engagement on the development of service delivery models and improvement plans. Facilitate the development of planning for implementation programmes. Manage and monitor the development of standard operating procedures for key performance indicators in the annual performance plan. Conduct a gap analysis on the alignment of operational plans to performance agreements. Manage and coordinate information gathering on MPAT and related portfolio of evidence.
- ENQUIRIES** : S Molefi, Tel no: 012 395 4612
- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegpoort, 0056; submitted electronically via email: cogta23122-02@ursonline.co.za ; or via fax: 086 654 1819.
- POST 46/03** : **ASSISTANT DIRECTOR: INTERNAL CONTROL**
- SALARY** : R334 545 per annum. (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year BCom/ BCompt Degree majoring in Accounting/ Auditing/ Internal Audit/ Risk Management or National Diploma majoring in Accounting/ Auditing/ Internal Audit/ Risk Management with 3 to 5 years' experience in an audit and risk management field. Registration as a Certified Internal Auditor will be an added advantage. Core competencies: people management and empowerment, programme and project management, risk management and internal control and

change management. Process competencies: knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and ability to communicate well (written and verbally). Technical competencies: knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis, advance computer proficiency in MS office, general ledger reconciliation and analysis and research and/ or audit report writing.

DUTIES

: The incumbent will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related systems (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to Top Management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance process (e.g. response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee.

ENQUIRIES

: Mr J. Chauke, tel. 012 334 0696.

APPLICATIONS

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