

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.

- NOTE** : 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. All shortlisted candidates for the Senior Management posts 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 candidates for all the posts will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates.
- CLOSING DATE** : 15 December 2017

MANAGEMENT ECHELON

- POST 47/01** : **DIRECTOR: MEDIA ENGAGEMENT: REF NO 23036-01**
- SALARY** : An all-inclusive remuneration package of R948 174 per annum (Level 13). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF Level 7) in Communication, Journalism/Public Relations as recognised by SAQA with 5 years' work experience at middle/senior management level within the Communication field. Technical Competencies: Knowledge of the Communication landscape and interest in media and communication trends including research, the South African political and media landscape, Government's programme of action, Electronic media coverage, Media and stakeholder relationship management as well as Content management and analysis
- DUTIES** : The successful candidate will perform the following duties: Build, maintain and strengthen relationships with the media (local and international) to promote platforms for CoGTA to communicate its programmes and plans. Set and influence the media agenda through a robust, proactive and efficient media engagement approach. Provide strategic leadership in the developing of key content products like (Media statements, opinion pieces, media plans and strategies, etc.) on CoGTA programmes and activities. Oversee the provision of media support to CoGTA Ministry and ensure proactive management of a rapid response system. Provide leadership in the management of communications around the Parliamentary questions and answers. Oversee the convening and attendance of key strategic forums to advance media engagement within the communication system and ensure that CoGTA key messages are duly recorded and noted in the planning process.

ENQUIRIES : Mr L Leso, Tel: (012) 334 0765
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23165-01@ursonline.co.za; or via fax: 086 654 1819. For Attention: Urs Response Handling, Tel. 012 811 1900

OTHER POST

POST 47/02 : **DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT**
REF: 23036-02

SALARY : An all-inclusive remuneration package of R657 558 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's degree or National Diploma in Information Science/ Knowledge Management or relevant equivalent qualification. A minimum of 3 to 5 years' relevant experience in the related field. Generic competencies: Applied strategic thinking, planning and organizing, coordination, problem solving and decision making, project management, people management and empowerment, team leadership, diversity management, client orientation and customer focus, communication (verbal and written) Technical competencies: System development, business process analysis, Database and system administration and management, content management stakeholder relations. Knowledge of SharePoint system will be an added advantage.

DUTIES : The successful candidate will perform the following duties: Implement Knowledge Management (KM) strategy for CoGTA. Develop and maintain knowledge management systems, technologies and solutions for CoGTA. Champion the development, review and documenting of knowledge management processes including other key corporate processes. Overall responsibility for delivery of KM initiatives, projects and events. Manage content on all of the CoGTA platforms including CoGTA website, portal and other KM platforms. Provide on-going KM support to CoGTA, Provinces and Municipalities.

ENQUIRIES : Ms M Leta, Tel: (012) 334 0556
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23165-02@ursonline.co.za; or via fax: 086 654 1819. For Attention: URS Response Handling, Tel. 012 811 1900