

## 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** : All short-listed 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 website, 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. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, are expected 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.
- CLOSING DATE** : 16 March 2018
- MANAGEMENT ECHELON**
- POST 08/04** : **CHIEF DIRECTOR: INTEGRATED REGIONAL SPATIAL PLANNING AND ECONOMIC DEVELOPMENT (SALARY LEVEL 14) REF NO: 23573/01**
- SALARY** : An all-inclusive remuneration package of R1 127 334 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
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Development Planning / Social Science / Public Administration / Governance as recognised by SAQA with 5 years relevant work experience at senior management level (applicants must indicate their level of management experience). Technical Competencies: Knowledge of Intergovernmental Planning Instruments, Integrated Development Plans, Local Economic Development, Social Delivery Programmes, Local Government Legislation, Spatial Planning Instruments and Integrated Planning and Coordination.
- DUTIES** : The incumbent will perform the following duties: Oversee the establishment of systems and processes to support the intergovernmental developmental planning. Provide strategic support in the establishment of Geographic Information System and processes to support the development planning. Oversee the development and manage the implementation of LED Support programmes. Establish systems to ensure full participation of national and provincial government and stakeholders in the IDP processes.
- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegpoort, 0056; submitted electronically via email: cogta04@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION ENQUIRIES** : URS Response Handling, tel. 012 811 1900.  
Mr T.B. Fosi, tel. (012) 848 4876

**OTHER POST**

- POST 08/05** : **DEPUTY DIRECTOR IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL (SALARY LEVEL 11) REFERENCE: 23574/01**
- SALARY** : An all-inclusive remuneration package of R657 558 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year Bachelor's Degree or National Diploma in Public Administration or equivalent qualification. A minimum of 3 to 5 years' experience in an office management and administration environment. Generic Competencies: Project management, applied strategic planning, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication. Technical Competencies: Executive office management, knowledge of Cabinet/Parliamentary functions, advanced computer proficiency.
- DUTIES** : The incumbent will perform the following duties: Quality assuring, assessing and summarizing content of incoming and outgoing submissions and correspondences. Coordinate branch compliance matters. Consolidate branch contributions in preparation for quarterly review meetings, strategic plans, top management meetings and Ministerial Executive Committee meetings. Coordinate the cabinet and parliamentary matters related to the Branch. Coordinate budget and monitor expenditure of the Branch. Provide secretariat services of Branch meetings, forums and coordinate the implementation of decisions taken.
- APPLICATIONS** : May be posted to URS Response Handling, P. O Box 11506, Tiegterpoort, 0056; submitted electronically via email: cogta03@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, tel. 012 811 1900.  
**ENQUIRIES** : Mr J. Tidimane, tel. (012) 334 0734.