

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

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta08@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: 012 811 1900
- CLOSING DATE** : 04 May 2018
- NOTE** : 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.

OTHER POST

- POST 15/01** : **SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL INFRASTRUCTURE POLICY, STAKEHOLDER AND SECTOR COLLABORATION REF NO: 23837/01**
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree or National diploma in Public Finance or equivalent qualification. A minimum of 2 to 3 years experience in Public Finance. Generic Competencies: Quality of work, reliability, initiative, communication skills, interpersonal relations, team work as well as planning and execution skills. Technical Competencies: Government key priorities and programmes such as the Municipal Infrastructure Grant (MIG) in relation to Local Government. Financial and analytical skills as well as interpretation of legislative provisions of the Division of Revenue Act.
- DUTIES** : The incumbent will perform the following duties: Prepare sundry payment advices in accordance with the latest payment schedule. Assist in verifying and reconciling proof of payments per Municipality with National Treasury reports. Follow up payment rejections with Departmental finance section. Ensure that all correspondence relating to fund administration to and from Municipalities are filed for audit purposes and are captured on the MIG-MIS. Collate financial progress information from the National Provincial Teams and reconcile with the reports generated from the MIG-MIS. Arrange and coordinate meetings that relate to the function of fund administration.
- ENQUIRIES** : Mr W. Heydenreich, Tel No: 012 336 5656