

## 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.*

<b><u>CLOSING DATE</u></b>	:	18 May 2018
<b><u>NOTE</u></b>	:	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, could expect 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.

## MANAGEMENT ECHELON

<b><u>POST 17/11</u></b>	:	<b><u>SENIOR AUDITOR REF NO: 23889/01</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) in Internal Auditing or equivalent qualification as recognised by SAQA. Five years experience in the Internal Auditing field at middle/ senior management level (applicants must indicate their level of management experience). Technical competencies: Operational and Information Technology Audits, Treasury Audits, Risk Management and Auditing Practices, the Public Finance Management Act and Corporate Governance.
<b><u>DUTIES</u></b>	:	The incumbent will perform the following duties: Identify, analyse and manage all financial risks faced by the Department at strategic and operational level. Develop and implement the rolling out of the strategic internal audit plans.

Institute procedures that ensure that internal audit work complies with quality assurance standards set for the Department by the Auditor-General, Treasury Regulations and the PFMA as well as the Standard of the Professional Practice of Internal Auditing and the Code of Ethics of the Institute of Internal Auditors. Review the main audit findings on the Department and effect corrective actions. Provide the Director-General and the Audit Committee with critical, honest and strategic information about the Department's operational risk. Liaise with the Office of the Director- General, External Auditors and National Treasury in respect of internal audit performance. Engage and supervise audit service providers and service level agreements.

**ENQUIRIES** : Ms N. Bembe, Tel No: (012) 334 0959  
**APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: [cogta09@ursonline.co.za](mailto:cogta09@ursonline.co.za) or via fax: 086 415 5709.  
**FOR ATTENTION** : URS Response Handling, Tel No: 012 811 1900

**OTHER POST**

**POST 17/12** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: 23899/01**

**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 Human Resource Management or relevant equivalent qualification. A minimum of 3 to 5 years' experience in Performance Management and Development System. Generic assessment factors. Job knowledge. Technical skills. Acceptance of responsibility. Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Flexibility. Team work. Planning and execution. Leadership. Delegation and empowerment. Management of Financial Resources. Management of Human Resources. Technical competencies: Public Service Act, Public Service Regulations. Labour Relations Act. Performance Management and Development Frameworks. Research and policy development and implementation.

**DUTIES** : The incumbent will perform the following duties: Manage the submission of the Performance Agreements and Assessments. Manage the convening of the Departmental Moderating Committee. Manage the performance assessment outcomes. Manage the submission of compliance reports.

**ENQUIRIES** : Ms Charlotte Shibane, Tel No: 012 334 0531.  
**APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: [cogta10@ursonline.co.za](mailto:cogta10@ursonline.co.za); or via fax: 086 415 5709.

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