

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.

CLOSING DATE : 13 July 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 and all qualifications. 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. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. 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 POSTS

POST 25/02 : **ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: 24233/01**

SALARY CENTRE : R334 545 per annum (Level 09)
: Pretoria

REQUIREMENTS : A three-year National diploma or degree in Public Administration or equivalent qualification. 3 to 5 years appropriate experience in the related field. Generic Competencies: Planning and organising skills; coordination; problem solving and decision making; project management; people management and empowerment; client orientation and customer focus; team leadership; diversity management; and communication (verbal and written). Technical Competencies: In depth knowledge of: Corporate Secretariat practices and government procedures, development of minutes of meetings, legislation that governs intergovernmental structures, Ministerial and Director-General correspondence.

DUTIES : The incumbent will perform the following duties: Assist in providing Secretariat, logistical and administrative support to Top Management and/or Audit Committee meetings. Develop a Decisions Matrix of decisions taken and follow up on the implementation of resolutions to populate the Matrix. Maintain the document management system of the Secretariat. Provide assistance to receive, analyse and refer Ministerial and Director-General correspondence.

ENQUIRIES APPLICATIONS : Ms M. Jacobs, Tel No: 012 336 5727
: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta13@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 25/03 : **ACCOUNTING CLERK: EXPENDITURE AND REVENUE MANAGEMENT REF NO: 24233/02**

SALARY CENTRE : R152 862 per annum (Level 05)
: Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, team work, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations, accounting, payments and financial reconciliation.

DUTIES : The incumbent will perform the following duties: Compile payment vouchers prior to final payments. Review of compliance and capture payments and journals on BAS. Update payment register and other financial records. Reconcile financial transactions processed. File financial source documents.

ENQUIRIES : Ms S Sibiya, Tel No: 012 334 0701.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegertpoort, 0056; submitted electronically via email: cogta14@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 25/04 : **ACCOUNTING CLERK: FINANCIAL REPORTING AND DEBT MANAGEMENT REF NO: 24233/03**

SALARY : R152 862 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, team work, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations, accounting, salary administration and financial reconciliations.

DUTIES : The incumbent will perform the following duties: Check and capture subsistence and travelling claims, and overtime allowances. Capture payments and journals on BAS. Perform salary administration services (including payroll certificates and tax reconciliations). Update payment register and other financial records. Administer the debt and suspense account of the Department. File financial source documents.

ENQUIRIES : Mr J Moloto, Tel No: 012 334 0909.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegertpoort, 0056; submitted electronically via email: cogta15@ursonline.co.za ; or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 25/05 : **ADMINISTRATION CLERK: INTERNAL CONTROL REF NO: 24233/04**

SALARY : R152 862 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, team work, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations.

DUTIES : The incumbent will perform the following duties: Inspect/Verify all payment batches, journals and other related documents for completeness and compliance with regulations and Departmental policies, delegations, processes and procedures. Maintain a register of all payment batches, journals and other related documents. Provide the internal and external auditors with information requested. Maintain a proper filing system and control movement of documents from the store rooms. Assist with the administration of the loss control activities.

ENQUIRIES : Mr J Chauke, Tel No: 012 334 0696.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegertpoort, 0056; submitted electronically via email: cogta16@ursonline.co.za ; or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.