

## 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.*

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: [cogta20@ursonline.co.za](mailto:cogta20@ursonline.co.za) ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: 012 811 1900
- CLOSING DATE** : 24 August 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. 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 POST

- POST 31/01** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NORTH WEST) REF NO: 24447/01**
- SALARY** : An all-inclusive remuneration package of R697 011 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree or National diploma in Economic Science/Development Studies/Humanities and Built Environment Disciplines. A minimum of 3 to 5 years' experience in a related field. Generic competencies: Planning and organising, coordination, problem solving & decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Service delivery through grant application, administration of a grant to municipalities in terms of a policy and legislation, application of technical norms and standards, poverty eradication and job creation.
- DUTIES** : The incumbent will perform the following duties: Manage and maintain Municipal Infrastructure Grant Administration System (scheduling, transferring monthly expenditure reporting and analysis, withholding, stopping and reallocation). Ensuring reporting as per legislative requirements (monthly, quarterly and annually). Manage, ensure and evaluate financial and non-financial reporting systems (through the utilisation of the MIG-MIS). Ensure effective municipal infrastructure program and project planning in line with objectives of the Municipal Infrastructure Grant. Facilitate the establishment of capital program management capacity within municipalities.
- ENQUIRIES** : Ms NV Mabitsi Tel No: (012 336 5655 / 395 4698)