

## 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 the 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: cogta29@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION NOTE** : URS Response Handling Tel No: 012 811 1900  
: 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.
- CLOSING DATE** : 21 December 2018

## OTHER POST

- POST 48/13** : **ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT SYSTEMS REF NO: 25237/01**
- SALARY** : R356 289 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year Bachelor's degree in Public Administration or Human Resource Management or a three-year National diploma in Public Administration or Human Resource Management. A minimum of 3 to 5 years' experience in relevant field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Policy analysis and formulation, knowledge of local government legislative and policy environment, local public administration and human resources, interpretation and application of legislation and labour law.
- DUTIES** : The incumbent will perform the following duties: Support the implementation of the Municipal System Act, 2000 and other relevant legislation applicable to local government. Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration. Provide support on the development and review of local government human resource systems and procedures. Coordinate consultation of policy and legislation with national sector departments, organized local government, provinces, trade unions and professional bodies. Monitor, support and report on the implementation of municipal staff systems. Assist in the compilation of memoranda, reports and responses to enquiries pertinent to local public administration and human resources.

**ENQUIRIES**

: Ms N Monyela Tel No: (012) 334 0754