

**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.*

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta30@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 04 January 2019
- NOTE** : 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**

- POST 50/03** : **DIRECTOR: CONTRACT MANAGEMENT REF NO: 25403/01**
- SALARY** : An all-inclusive remuneration package of R1 005 063 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A four year LLB Degree qualification (NQF level 7) or a legal qualification (NQF level 7) as recognized by SAQA with 5 years' relevant work experience at middle/ senior management level. Technical competencies: Contract drafting and review. Due diligence process. Risk assessment process. Drafting and review of Service Level Agreements.
- DUTIES** : The incumbent will perform the following duties: Manage the provision of legal advice pertaining to compilation of contracts, terms of reference including service level agreements and memorandum of understanding. Monitor and perform

contract tracking and oversight of compliance with procedures for contract management. Manage the development and implementation of effective performance measurement system for contracts and enforce compliance on contractual obligations by all parties.

**ENQUIRIES**

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Mr J Tidimane Tel No: (012) 334 0734