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. The 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, Tijgerpoort, 0056; submitted electronically via email: cogta43@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE: 26 April 2019

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational certification 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. 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 13/07: DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF NO: 25986/01

SALARY: R697 011 per annum (Level 11) (An all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A three-year National diploma/Bachelor’s degree in Public Administration/Business Administration/Social Science with 3 years’ experience in a related field. 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: Corporate secretariat best practice and Government procedures, Advanced minutes taking, Analytical skills.

DUTIES: The successful candidate will perform the following duties: Coordination and provision of secretariat support to internal Corporate Governance structures and external Intergovernmental Relations Forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow-up on the implementation of meeting resolutions. Develop and implement Policy guidelines and Procedures based on Corporate Governance best practice and the Intergovernmental Relations Act. Develop and maintain the database of all internal and external intergovernmental structures.

ENQUIRIES: Ms A. Jacobs Tel No: (012) 336 5727