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: cogta48@ursonline.co.za or via fax: Tel No: (086) 415 5709

CLOSING DATE

20 September 2019

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. 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 31/02

ASSISTANT DIRECTOR: DISASTER RESPONSE COORDINATION REF NO: 26718/01

SALARY

R376 596 per annum (Level 09)

CENTRE

Centurion

REQUIREMENTS


DUTIES

The successful candidate will perform the following duties: Coordination of Disaster response process: Coordinate the mobilisation of resource across sectors. Conduct disaster assessments and the classification process. Maintain the disaster incident reporting system. Update and maintain the database on disaster declaration and recordings. Monitor the disaster grant-funding system. Assist in the review and updating of guidelines on classification and declaration processes. Assess the response plans and contingency plans of Organs of State. Coordination of disaster recovery process: Evaluate the value of the project implementation. Analyse and assess the progress of implementation of reconstruction and rehabilitation projects. Monitor professional service providers for damage assessments and cost verification. Develop relevant standard operating procedures. Inculcate good practice on disaster recovery particularly on the “building back better principle”. Monitor and evaluate the implementation of disaster intervention measures: Facilitate the establishment of the integrated institutional structures to enable effective disaster response. Monitor the implementation of immediate integrated and appropriate responses and relief measures. Capture and populate data in the M&E system. Assist in ensuring compliance with regard to the Division of
Revenue Act (DORa) and related frameworks on grants expenditure reporting, transfer of grants, annual review of grant frameworks and DORa.

ENQUIRIES

Ms M. Pitso Tel No: (012) 848 4606