ANNEXURE B

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. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE: 08 November 2019

NOTE: All shortlisted 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 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 submit a signed Z83 form, a comprehensive CV as well as certified copies of ID and all qualifications will lead to automatic disqualification.

Due to the large number of responses anticipated, correspondence will be limited to shortlisted 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. These are senior management posts. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments: 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); Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 37/04: CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL

REF NO: 27073/01

SALARY: R1 251 183 per annum (Level 14) (An all-inclusive remuneration package) 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: An undergraduate or equivalent qualification (NQF Level 7) as recognised by SAQA with 5 years relevant working experience at senior management level. Technical Competencies: Understanding and interpretation of government policies, COGTA mandate/programme. Government framework on public service transformation and service delivery improvement. Stakeholder relations.
DUTIES: The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Analyse all written communication, correspondence and documents addressed to the Director-General and prepare written critique and comment for the Director-General. Provide leadership and guidance on corporate secretariat services. Provide leadership and guidance on the development, coordination and monitoring of international relations and donors. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinet network.

ENQUIRIES: Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta55@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 37/05: DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 27073/02)

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration package). 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: An undergraduate qualification (NQF level 7) in Accounting/Financial Management or equivalent qualification as recognised by SAQA with 5 years relevant working experience in the Finance field at middle management level Technical competencies: Knowledge and understanding of: the Public Finance Management Act (PFMA) Treasury Regulations Generally Accepted Accounting Principles (GAAP) Generally Recognised Accounting Practices (GRAP) Modified Cash Standards of Accountings (MCS) Basic Accounting System (BAS) Personnel Salary Administration System (PERSAL) Division of Revenue Act (DORA) Preparation of financial statements General ledger reconciliation and analysis. Debtor management Salary Administration and payment Travel and subsistence administration and payment.

DUTIES: The successful candidate will perform the following duties: Manage the implementation of revenue collection and debt management system. Manage the facilitation process of financial management, administration and reporting on Donor Funds in line with Donor Agreements. Ensure the management of all accounting and bookkeeping functions (including the system control functions for BAS and PERSAL). Manage the expenditure and payments system (including all transfer payments). Manage the salary administration functions. Manage the preparation of financial accounting reports and financial statements in line with applicable prescripts. Ensure effective financial controls and monitor the implementation of financial policies and procedures.

ENQUIRIES: Ms D Burger-Snyman Tel No: (012) 336 5774
APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta56@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900.

OTHER POST

POST 37/06: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 27073/03

SALARY: R733 257 per annum (An all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s degree in Accounting or Auditing or a three-year National diploma in Accounting or Auditing or an equivalent qualification. A minimum of 3 to 5 years’ relevant experience in the Accounting 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 and communication (verbal and written). Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA) Treasury Regulations Generally Accepted Accounting Principles (GAAP) Generally Recognised Accounting Practices (GRAP) Basic Accounting System (BAS) Logistic Information System (LOGIS) Personnel Administration System (PERSAL) Division of Revenue Act (DORA) Loss control functions internal control activities. Policy development. Statistical and qualitative analysis. General ledger reconciliation and analysis Research and/or audit report writing.

**DUTIES**: The incumbent will perform the following duties: Monitor performance of internal control activities in compliance with the relevant legislation, polices, regulation, frameworks, standards, guidelines, departmental policies and procedures. Manage the departmental responses to auditors and facilitate the development of action plans to address the audit findings and report on progress. Develop, implement and maintain a financial information retention repository and reporting system. Monitor the implementation and maintenance of the departmental loss control system.

**ENQUIRIES**: Ms D Burger-Snyman Tel No: (012) 336 5774

**APPLICATIONS**: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta57@ursonline.co.za or via fax: 086 415 5709

**FOR ATTENTION**: URS Response Handling Tel No: (012) 811 1900