



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 46 OF 2019

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

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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: cogta59@ursonline.co.za or via fax: 086 415 5709, Enquiries regarding applications and Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 10 January 2020
- 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 Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, certified copies of ID and 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. The below post is a senior management post. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, 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 skills (written and verbal). Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 46/01** : **DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE REF NO: 27385/01**
(Five Year Contract Post)
- SALARY** : R1 978 533 per annum. (Level 16) (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 and a post graduate qualification (NQF level 8) as recognised by SAQA plus 8 to 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Technical Competencies: Inter-Governmental Relations Frameworks. Municipal System Act and Structure Act. Government systems and structures. Political landscape of South Africa. Provincial and local government systems. Public Service Transformation. Public Finance Management Act. Public Service Act. Public Service Regulations.

DUTIES

: As the Director-General, the successful candidate will perform the following duties: Provide strategic leadership and support on the coordination and drive back to basic activities across the Department and government as a whole in order to create change on the ground. Provide strategic leadership and support in building institutional resilience in the local government system through system development, governance, capacity building and revenue management. Provide strategic leadership and support in promoting an integrated and coordinated system of disaster management and fire services. Provide strategic support and overall management of community works programme within the three spheres of government. Provide strategic leadership and support with regard to financial management service in the Department. Provide strategic leadership and support on integrated corporate services to the Department. Provide strategic direction in Internal Audit and Risk Management as indicated in the PFMA and Treasury Regulations.

ENQUIRIES

: Ms M.G. Mahlangu Tel No: (012) 334 0517