ANNEXURE AA

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

APPLICATIONS: should be forwarded to the Director: Human Resource Management: Department of Cooperative Governance & Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Manini Mashigo.

CLOSING DATE: 06 March 2020

NOTE: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications and identity document, a comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants’ with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised posts must direct their enquiries to the relevant person indicated on enquiries. Completed NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 07/214: DIRECTOR: ANTHROPOLOGICAL SERVICES AND RESEARCH REF NO: COGTA 01/19-20

SALARY: R1 057 326 per annum. (Level 13) (All-inclusive remuneration package)

CENTRE: Head Office (Mmabatho)


DUTIES: Recording and maintaining a comprehensive knowledge base of traditional communities, structures and identity. Rending specialist services during commission of inquiry and litigation. Conducting investigation disputes and claims related to traditional leadership and others. Coordinating the activities on the preservation of culture. Coordinate the development and management of policies related to traditional affairs.

ENQUIRIES: Mr S.A Ruthoane Tel No: (018) 388 4494

OTHER POSTS

POST 07/215: DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SUPPORT REF NO: COGTA 02/19-20

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package)
**CENTRE**: Head Office (Mmabatho)  
**DUTIES**: Support municipalities to maintain functional Local Labour Forums. Monitor and support municipalities to maintain functional Council and Council Committees. Monitor and support Municipalities to comply with legislation, by-laws and policies including regular reviews of such legislative mechanisms. Coordinate and monitor the implementation of local government anti-corruption strategy. Conduct assessment of the efficiency of municipal governance processes and systems. Conduct investigations into allegations of misconduct, maladministration and/or corruption by the councils and their administrations.  
**ENQUIRIES**: Mr P Moipolai Tel No: (018) 388 3615  
**POST 07/216**: DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS REF NO: 03/19-20  
Directorate: Traditional Affairs  
**SALARY**: R733 257 per annum (Level 11) (All-inclusive remuneration package)  
**CENTRE**: Head Office (Mmabatho)  
**DUTIES**: Coordinate and implement activities of Committees of Provincial House of Traditional Affairs. Coordinate and implement the activities of the Local Houses of Traditional Leaders. Manage the provision of Secretariat support to the House of Traditional Leaders.  
**ENQUIRIES**: Mr O.K Baikgaki Tel No: (018) 388 4490  
**POST 07/217**: ASSISTANT DIRECTOR: MUNICIPAL ORGANISATIONAL DEVELOPMENT SUPPORT REF NO: COGTA 04/19-20  
Directorate: Municipal Administration  
**SALARY**: R376 596 per annum (Level 09)  
**CENTRE**: Head Office (Mmabatho)  
**DUTIES**: Monitor and support municipalities to develop/review organizational structures. Monitor and support municipalities to self-assess functional or Local Labour Forums. Monitor and support municipalities to quality assure the appointment of Senior Managers. Monitor municipalities’ i.r.o compliance with
ENQUIRIES

POST 07/218

ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL PLANNING REF NO: COGTA 05/19-20
Directorate: Municipal Finance

SALARY
R376 596 per annum. (Level 09)

CENTRE
Head Office (Mmabatho)

REQUIREMENTS

DUTIES
Monitor and support municipalities to comply with applicable legislation (MFMA/MSA). Monitor and support municipalities with the implementation of total remuneration packages payable to Municipal Managers directly accountable to MMS. Monitor and support municipalities with the implementation of Upper Limits of salaries, allowances and benefits of Municipal Councils in terms of the Public Office-Bearers Act (POBA). Monitor and report on municipal budget expenditure trends. Coordinate the annual submission of inputs in regard to section 47 report by MEC to the Legislative (Municipal Systems Act, 32 of 2000). Monitor and support municipalities with revenue management enhancement initiatives.

ENQUIRIES
Mr P Moipolai Tel No: (018) 388 3615

POST 07/219

ASSISTANT DIRECTOR: IDP REF NO: COGTA 06/19-20
Directorate: Development and Planning

SALARY
R376 596 per annum. (Level 09)

CENTRE
Head Office (Mmabatho)

REQUIREMENTS

DUTIES
Support and monitor development of Integrated Development Plans in municipalities as per the IDP cycle. Support and monitor development and alignment of IDP process plans with District IDP Frameworks. Support, monitor and report on the functionality of District IDP structures. Facilitate and coordinate alignment of District and Local Municipality IDPs. Monitor implementation plans for all IDP priorities per municipality. Perform supervisory functions to the supervisee.

ENQUIRIES
Ms C Mmutle Tel No: (018) 388 3599