

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.

- 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 website, 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, as well as SAQA verification report for foreign 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 (written and verbal). Advanced presentation/public speaking skills.
- CLOSING DATE** : 10 April 2020

MANAGEMENT ECHELON

- POST 11/01** : **DIRECTOR: MEDIA ENGAGEMENT REF NO: 27826/01**
- 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 REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF level 7) in Communication/Journalism/ Public Relations or equivalent qualification as recognised by SAQA with 5 years relevant working experience in the Communication field at middle management level. Technical competencies: Knowledge of communication landscape and interest in media and communication trends, including research. South African political and media landscape. Government's programme of action. Electronic media coverage. Media and stakeholder relationship management. Content management and analysis.
- DUTIES** : The successful candidate will perform the following duties: Build, maintain and strengthen relationships with the media (Local and International) to promote platforms for the Department of Cooperative Governance to communicate its programmes and plans. Set and influence the media agenda through a robust, proactive and efficient media engagement approach. Provide strategic leadership on the development of key content products, such as Media

statement, Opinion Pieces, Speeches, Media plans and strategies, Messages, etc. on the Department of Cooperative Governance programmes and activities. Oversee the provision of media support to the Department of Cooperative Governance and ensure proactive management of rapid response.

ENQUIRIES : Mr L Leso Tel. No: (012) 334 0765.
APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta64@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION : URS Response Handling, Tel No: (012) 811 1900

OTHER POST

POST 11/02 : **SENIOR STATE ACCOUNTANT: COMMUNITY WORK PROGRAMME**
REF.NO: 27826/02

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A 3-year National Diploma in Accounting or Financial Management or Degree in Accounting or Financial Management. 2-3 years relevant experience in the finance field. Generic Competencies: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical Competencies: Knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence. Basic Accounting System (BAS) and Persal System. Data capturing and Management.

DUTIES : The incumbent will perform the following duties: Prepare financial management reports. Perform monthly reconciliation of payments, accounts and other commitments. Implement effective internal financial controls and appropriate procedures with regard to financial and wage payment administration. Provide inputs on the preparation of interim and annual financial statements.

ENQUIRIES : Ms G Tshabalala/Ms T Motau, Tel. No: (012) 334 4967/0530
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta65@ursonline.co.za or via fax: 086 415 5709.

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