

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.

<u>CLOSING DATE</u>	:	19 June 2020
<u>NOTE</u>	:	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, 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 or applications without SAQA verification reports for foreign qualifications 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 posts are senior management posts. Candidates should therefore possess strong managerial and financial management skills and a Certificate for entry into the Senior Management Service which can be sourced using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ 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.

MANAGENT ECHELON

<u>POST 14/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF.NO: 27931/01</u>
<u>SALARY</u>	:	R1 521 591 per annum. (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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification with preference in either Public Administration or Business Management and a postgraduate qualification (NQF Level 8) as recognized by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Certificate for entry into the Senior Management Service. Technical Competencies: Comprehensive knowledge of the Public Service Act and Public Service Regulations, Government Systems and Structures, Information Systems Operations, Management of Information Security Systems and Human Capital Management.
<u>DUTIES</u>	:	As the Deputy Director-General, the incumbent will perform the following duties: Provide strategic leadership and guidance on Human Capital

Management services in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Provide strategic leadership and guidance on Corporate Planning, Internal Monitoring, Reporting and Evaluation in the Department. Provide strategic leadership and guidance on Facilities and Security Management in the Department.

- ENQUIRIES** : Ms L.Y. Bothma, Tel.No: (012) 334 0725
- APPLICATIONS** : Applications may be submitted electronically via email to URS Response Handling: cogta66@ursonline.co.za or via fax: 086 415 5709
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900
- POST 14/02** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT REF.NO: 27931/02**
Re-advertisement and candidates who had previously applied are encouraged to re-apply).
- SALARY** : R1 521 591 per annum. (Level 15) 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 with preference in either Public Management/Economics or Development Studies and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Senior Management Service pre-entry certificate. Eight (8) to ten (10) years relevant experience at senior management level. A strategic thinker with background on municipal operations. Applicants who have a legal background will have an added advantage. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of the Local Government Municipal Finance Management Act. Knowledge of the Local Government Municipal Property Rates Act. Understanding of Cooperative Governance.
- DUTIES** : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships as well as develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Receive corruption, investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.
- ENQUIRIES** : Ms M.G. Mahlangu, Tel.No: (012) 334 0517
- APPLICATIONS** : Applications may be submitted electronically via email: cogta67@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900.