

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.

<u>CLOSING DATE</u>	:	28 August 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 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, 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. Candidates for SMS posts should 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).

MANAGEMENT ECHELON

<u>POST 19/05</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 28181/06</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification as recognised by SAQA with 5 years relevant working experience at senior management level. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Technical competencies: Supply Chain Management. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Modified Cash Standards of Accounting (MCS), Generally Recognised Accounting Practice (GRAP) and Generally Accepted Accounting Principles (GAAP).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop and implement the department's financial planning and expenditure management services. Ensure the rendering of financial management and administration services. Provide strategic leadership and guidance to Supply Chain and Asset

Management services. Ensure appropriate Internal Controls and systems are in place to achieve positive audit opinion. Ensure that Internal Controls are effective and efficient in supporting the core functions of the department.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications may be submitted electronically via email to cogta75@ursonline.co.za via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling, Tel No: (012) 811 1900

POST 19/06 : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR REF NO: 28181/04**

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 qualification (NQF Level 7) as recognised by SAQA with 5 years relevant working experience at senior management level. Additional Requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 international relations and donor. 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 submitted electronically via email to cogta73@ursonline.co.za via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling, Tel No: (012) 811 1900

POST 19/07 : **DIRECTOR: INDIGENT REGISTER MANAGEMENT, MONITORING AND REPORTING REF NO: 28181/05**

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 Public Administration/ Monitoring and Evaluation or equivalent qualification as recognised by SAQA with 5 years relevant working experience at middle / senior management level. Additional requirements: Certificate for entry into Senior Management Service which can be sourced using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Technical competencies: Knowledge of Public Management. Monitoring and Evaluation.

DUTIES : The successful candidate will perform the following duties: Oversee the monitoring of provinces and municipalities in the implementation of the Free Basic Service Programme. Oversee the evaluations of the identified strategic focus areas in the indigent management system. Oversee and manage the review and updating the indigent register in municipalities. Oversee the development and the implementation of the national indigent policy in provinces and municipalities.

ENQUIRIES : Mr M Sigaba Tel No: (012) 334 4992
APPLICATIONS : Applications may be submitted electronically via email to cogta74@ursonline.co.za via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

OTHER POSTS

- POST 19/08** : **DEPUTY DIRECTOR: FIRE SERVICES REF NO: 28181/01**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma in Fire Technology or a three-year Bachelor's Degree in Fire Technology. 3 to 5 years' experience in Fire Services. Generic Competencies: Planning and organizing. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Legislation, Regulations, policies and standards relevant to the fire services function in South Africa. Local and provincial government systems. Intergovernmental structures and systems. Partnership development. Additional requirements: Driver's license and extensive travelling.
- DUTIES** : The incumbent will perform the following duties: Manage the development, implementation, review and monitor strategies and frameworks for the Fire Brigade Services Act, 1987 and other related policies and strategies nationally. Manage fire services compliance management and capacity building related processes. Provide secretariat services to national fire services structures, such as the Fire Brigade Board. Manage the establishment of partnerships on fire services.
- ENQUIRIES** : Dr MM Khangale Tel No: (012) 848 4612
- APPLICATIONS** : Applications may be submitted electronically via email to cogta70@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900
- POST 19/09** : **TOWN AND REGIONAL PLANNER (GRADE A) B REF NO: 28181/02**
- SALARY** : R618 732 - R666 540 per annum (Salary in accordance with the OSD for Town and Regional Planners)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree in Urban/Town and Regional Planning or equivalent qualification with 3 years' post-qualification Town and Regional Planning experience. Additional requirements: A valid driver's license. The successful candidate is expected to travel extensively. Compulsory registration with the South African Council for Planners as a professional Town and Regional Planner on appointment. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer literacy. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Problem solving and analysis. Insight. People management skills. Change management. Technical Competencies: Programme and Project Management. Town and Regional principles and Methodologies. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating a high performance culture. Technical consulting. Professional judgement.
- DUTIES** : The successful candidate will perform the following duties: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional project. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with project managers. Compile Spatial Development Framework (SDF) as part of the IDP processes. Compile guidelines and evaluate Land Use Management Schemes (LUMS). Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.
- ENQUIRIES** : Ms N. Fani Tel No: (012) 334 0726

APPLICATIONS : Applications may be submitted electronically via email to cogta71@ursonline.co.za or via fax: 086 415 5709.

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

POST 19/10 : **SENIOR STATE ACCOUNTANT: COMMUNITY WORK PROGRAMME REF NO: 28181/03**

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A 3-year National diploma or degree in Accounting or Financial Management. 2 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. Assist with the reconciliation of payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records.

ENQUIRIES : Mr P.M. Monamme Tel No: (012) 334 5847

APPLICATIONS : Applications may be submitted electronically via email to cogta72@ursonline.co.za or via fax: 086 415 5709.

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