

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 the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	09 October 2020
<u>NOTE</u>	:	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 Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all 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. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. 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.

OTHER POSTS

<u>POST 22/02</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 28353/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria A three-year National Diploma in Accounting or Financial Management or a three-year Bachelor's degree in Accounting or Financial Management or equivalent qualification. 3 to 5 years' relevant experience in the finance field. Generic competencies: Planning and organising. 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 competences: Knowledge and understanding of: the Public Finance Management Act (PFMA); Treasury Regulations; General Accepted Accounting Practices (GAAP/GRAP); Basic Accounting System (BAS); and PERSAL system. General ledger reconciliation and analysis. Debtor control and creditor payments.
<u>DUTIES</u>	:	The incumbent will perform the following duties: Provide accounting and bookkeeping functions. Implement and monitor expenditure and payments systems (BAS/PERSAL system controller). Provide cash flow management. Develop, implement and maintain financial policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J. Moloto Tel No: (012) 334 0909. May submitted electronically via email: cogta78@ursonline.co.za or via fax: 086 415 5709.
<u>FOR ATTENTION</u>	:	URS Response Handling Tel No: (012) 811 1900
<u>POST 22/03</u>	:	<u>ADMINISTRATION OFFICER: SPATIAL PLANNING DISTRICTS AND REGIONS REF NO: 28353/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Pretoria A three-year National Diploma in Development Planning/Social Science/ Public Administration/Governance or a three-year Bachelor's Degree in Development Planning/ Social Science/ Public Administration/Governance or equivalent qualification. 1 - 2 years' experience in the relevant field. Generic Competencies: Quality of work, reliability, initiative, communication,

interpersonal relations, team work, planning and execution. Technical Competencies: Integrated Development Planning (IDP). Development planning and planning related to local government legislation, policies, regulations and frameworks. South African system of inter-governmental planning.

DUTIES : The incumbent will perform the following duties: Coordination of the National IDP assessments on annual basis. Liaise with stakeholders at national, provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of the effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.

ENQUIRIES : Ms ZF Nkosi Tel No: (012) 395 4643

APPLICATIONS : May submitted electronically via email: cogta80@ursonline.co.za or via fax: 086 415 5709.

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

POST 22/04 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: 28353/02**

SALARY : R173 703 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate with Accounting or equivalent qualification. No experience required. Generic competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Computer literacy. Communication (verbal and written). Technical competencies: Public Finance Management Act, 1999 (Act No.1 of 1999). Treasury Regulations.

DUTIES : The incumbent will perform the following duties: Verifying payment vouchers for compliance prior to final payments. Capturing of payments and Journals on BAS. Filing and retrieval of documents. Updating of payments register and other financial records.

ENQUIRIES : Mr N.V. Mthembu, Tel No: (012) 334 0594

APPLICATIONS : May be submitted electronically via email: cogta79@ursonline.co.za or via fax: 086 415 5709.

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