ANNEXURE B

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.

CLOSING DATE: 10 May 2021

NOTE: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by
(1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references,
(2) a copy of the applicant's South African ID Document,
(3) a copy of the applicant's drivers' license,
(4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV,
(5) a SAQA verification report for foreign qualifications evaluated by the South African Qualifications Authority (SAQA)
and to provide proof of such evaluation.

Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered.

The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. 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.

OTHER POSTS

POST 14/04: DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 01

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 Certificate, a three-year Bachelor’s degree or a three-year National diploma in Office Administration or equivalent qualification with 3 to 5 years’ experience in a related field. A valid driver’s licence. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organizing, Coordination, Problem solving & decision making, Project management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Office management and administration, Secretariat/receptionist norms, Government systems and procedures, Microsoft office.

DUTIES: The successful candidate will perform the following duties: Manage the electronic diary of the Director-General including the scheduling of meeting (daily, weekly, monthly, quarterly and annually). Co-ordinate all the correspondence in the Office of the Director-General and Liaise with the relevant stakeholder and act as the point of contact between the Director-General, Office of the Minister, Sector Department, Spheres of Government, the department and external clients. Manage and provide the logistical services for the Director-General. Provide secretarial and administrative tasks/support services to the Director-General and undertake any other duties as may be reasonable allocated using project management principles to undertake such tasks in the Office of the Director-General. Develop, manage and maintain the document management system to ensure the proper flow and management of key documents for the Director-General.

ENQUIRIES: Mr C Mncwabe, Tel No: (012) 336 5836.
APPLICATIONS: Applications may be submitted electronically via email: recruitment@cogta.gov.za

FOR ATTENTION: Ms Mpho Bakhane, Tel No: (012) 334 0628

POST 14/05: PARLIAMENTARY OFFICER REF NO: 02

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration package)

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Develop efficient systems and procedures in the managing of parliamentary engagement, parliamentary questions and responses. Facilitate and manage Department of Cooperative Governance parliamentary engagements and other parliamentary processes (i.e Budget vote and Oversight visits). Facilitate and manage Department of Cooperative Governance parliamentary questions processes (Written and oral). Monitor and track the implementation of resolutions emanating from various parliamentary committees. Provide general administrative support within the Office of the Director-General on key strategic activities that require tracking as reasonable required.

ENQUIRIES: Mr C Mncwabe, Tel. No: (012) 336 5836.

APPLICATIONS: Applications may be submitted electronically via email: recruitment@cogta.gov.za

FOR ATTENTION: Ms Ntombi Mthimunye, Tel No: (012) 334 0732

POST 14/06: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 03

SALARY: R733 257 per annum (An all-inclusive remuneration package)

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Manage the development and review of audit policies, charters, methodologies and plans. Manage the implementation process of audit policies, charters, methodologies and plans. Perform and manage the audits to ensure that professional standards maintained in the planning execution, reporting and monitoring. Prepare draft audit report, manage quality of the draft report, and discuss value adding recommendations with relevant management.

ENQUIRIES: Mr S Sebola Tel. No: (012) 334 0727

APPLICATIONS: Applications may be submitted electronically via email: recruitment@cogta.gov.za

FOR ATTENTION: Mr Mavin Buthane, Tel No: (012) 334 0629