

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

- APPLICATIONS** : may be submitted electronically via email: cogta08@basadzi.co.za. Basadzi Media and Personnel PTY (LTD) has been appointed to do the Response Handling for this COGTA vacant position. For application enquiries contact Asanda Mpelwana on: 012 998 8953
- CLOSING DATE** : 28 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](http://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. 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, 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 POST

- POST 16/01** : **DEPUTY DIRECTOR: REMUNERATION AND CONDITIONS OF SERVICE REF NO: COGTA21/08/DDRC)**
- 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 Human Resource Management or equivalent qualification with 3 to 5 years' experience in a Human Resource Management environment. Generic Competencies: Applied strategic thinking. Project management. Change management. People management and empowerment. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Computer literacy. Technical Competencies: Human Resource management practices. Public Service Act. Public Service Regulations. Human Resource Management Policy. PERSAL.
- DUTIES** : The successful candidate will perform the following duties: Manage and administer appointments and transfers of employees. Manage Human Resource Information System (PERSAL), remuneration and conditions of service. Manage, review and maintain policies and procedure manuals pertaining to service benefits. Manage and administer termination of service.
- ENQUIRIES** : Mr J Tidimane Tel No: 012 334 0734