

## 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.*

**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. 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication skills (written and verbal). Technical Competencies: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol. 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. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Application should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

## MANAGEMENT ECHELON

**POST 22/02** : **DIRECTOR: CORPORATE SECRETARIAT REF.NO: 29409/02**

**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** : A Grade 12 Certificate and an undergraduate qualification in Public Administration/ Business Administration/ Social Science or equivalent qualification (NQF Level 7) as recognised by SAQA. 5 – 10 years' relevant experience at middle management level. Additional requirements: Senior Management Pre-Entry Programme

**DUTIES** : The successful candidate will perform the following duties: Facilitate the establishment and management of some of the Intergovernmental Relations structures as stipulated in Chapter 2 of the Intergovernmental Relations Framework Act (IGRFA), 2005 (Act No. 13 of 2005). Develop procedures and processes for Intergovernmental Relations structures based on the principles of the IGRFA, 2005 (Act No. 13 of 2005). Manage the coordination, facilitation and provision of secretariat services to the Intergovernmental Relations forums. Manage the recording of resolutions, follow-up and report on the implementation of resolutions of the Intergovernmental Relations forums. Provide advice and strategic support to the Minister and the Director-General in relation to the external Intergovernmental Relations forums.

**ENQUIRIES** : Mr C Mncwabe, Tel No: (012) 336 5836/ 072 186 0212

**APPLICATIONS** : Applications may be submitted electronically via email: [cogta87@ursonline.co.za](mailto:cogta87@ursonline.co.za) or via fax: 086 415 5709.

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

**CLOSING DATE** : 2 July 2021

#### **OTHER POST**

**POST 22/03** : **ASSISTANT DIRECTOR: DISASTER RISK MANAGEMENT EDUCATION, TRAINING, AWARENESS AND RESERACH REF.NO: 29409/03**

**SALARY** : R376 596 per annum (Level 9)

**CENTRE** : Pretoria

**REQUIREMENTS** : A 3-year Bachelor's Degree or National Diploma in Public Administration/ Disaster Risk Management/ Education/ Training / or equivalent. 3 – 5years experience in the field of disaster risk management, education, training and development related field. Driver's license and extensive travelling. Generic Competencies: Planning and organizing, coordination, problem solving and decision making, project management, client orientation and customer focus, team leadership, diversity management communication (verbal and written). Technical Competencies: Policy and legislation relevant to the disaster risk management function in South Africa. Research methodology. Management of contracts and quality assurance. Skills development legislation, policies and strategies. Intergovernmental system and IGR Framework and IGR Framework Act (2005)

**DUTIES** : The incumbent will perform the following duties: Provide analytical, logistical and administrative support for the rollout of the National Education, Training and Research Needs and Resources Analysis for disaster management. Support the review and implementation of the National Disaster Management Education and Training framework. Facilitate formal and informal DRM capacity building for professionals, learner practitioners and officials in government. Advocate and promote public awareness in the implementation of the Disaster Management Act (2002) and Framework (2005). Facilitate the development and implementation of the disaster management research agenda.

**ENQUIRIES** : Ms R Tau, Tel No: (012) 848 4614

**APPLICATIONS** : Applications may be submitted electronically via email: [cogta88@ursonline.co.za](mailto:cogta88@ursonline.co.za) or via fax: 086 415 5709.

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

**CLOSING DATE** : 09 July 2021