

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

<u>CLOSING DATE</u>	:	03 July 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 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. 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 or applications without SAQA verification reports for foreign qualifications will not be considered. 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 15/01</u>	:	<u>DEPUTY DIRECTOR: DISASTER RISK MANAGEMENT EDUCATION, TRAINING, AWARENESS AND RESEARCH REF NO: 27983/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (An all-inclusive remuneration package) Centurion A three-year National diploma in Disaster Risk Management, Development, Education and Training or a Bachelor's degree in Disaster Risk Management, Development, Education and Training or equivalent qualification with 3 to 5 years' experience in Disaster Risk Management or related field. A valid driver's licence. The successful candidate is expected to travel extensively. 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 Competencies: Research and report writing. Provincial and Local Government Spheres. Skills Development Legislation (Skills Development Act, Act No. 97 of 1998) and (Skills Development Levies Act, Act No. 9 of 1999). Disaster Management Act, Act No. 57 of 2002. National Disaster Management Framework of 2005.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the development and implementation of Integrated Public Awareness Strategy (IPAS). Manage the coordination of the awareness campaigns in line with the Sendai Framework. Facilitate the development of disaster management programmes in collaboration with the institutions of higher learning. Develop quarterly reports on disaster risk management and public awareness activities by Provincial Disaster Management Centres and sector departments. Manage the process of producing newsletters, bulletins and articles on disaster risk management issues in consultation with provinces and sector departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R. Tau Tel No: (012) 848 4614 Applications may be submitted electronically via email to cogta68@ursonline.co.za or via fax: 086 415 5709.
<u>FOR ATTENTION</u>	:	URS Response Handling, Tel No: (012) 811 1900
<u>POST 15/02</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NORTHERN CAPE) REF NO: 27983/02</u>
<u>SALARY CENTRE</u>	:	R733 257 per annum (Level 11) (An all-inclusive remuneration package) Pretoria

REQUIREMENTS

: A three-year Bachelor's degree or a three-year National diploma in Economic Sciences/Development Studies/Humanities/Built Environment Disciplines or equivalent qualifications. A minimum of 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 organising. Coordination. People Management and Empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Service delivery through grant administration. Administration of grants to municipalities in terms of policy and legislation. Application of technical norms and standards. Poverty eradication and job creation.

DUTIES

: The successful candidate will perform the following duties: Manage the MIG fund administration system and implementation, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Monitor the financial and non-financial reporting by municipalities as per legislative requirements through the utilization of MIG-MIS. Manage the projects site visits and evaluate site visits reports. Manage and assess the business plans of Municipalities to meet the general and specific sector requirements.

ENQUIRIES

: Mr M. Moatshe Tel No: (012) 334 0551

APPLICATIONS

: Applications may be submitted electronically via email to cogta69@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION

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