

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

<u>CLOSING DATE</u>	:	18 December 2020
<u>NOTE</u>	:	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. 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 Z.83 form (application form), obtainable from any Public Service department, and 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, copies of ID, Grade 12 Certificate and other qualifications, as well as 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 or applications received after the closing date or applications without SAQA verification reports for foreign qualifications 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. 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. The below posts are senior management posts. Candidates should therefore possess strong managerial and financial management skills. The requirements for appointment at Senior Management Service level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants 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/ Candidates, who are shortlisted, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

<u>POST 27/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME (NATIONAL PROGRAMME MANAGER) REF NO: 28728/01</u>
<u>SALARY</u>	:	R1 521 591 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines. (An all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Grade 12, an undergraduate qualification with preference in Economic Science, Development Studies or Social Sciences and a postgraduate qualification (NQF Level 8) as recognized by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of both

Government and Private Sector Infrastructure Development approaches. Public and private partnerships. Poverty eradication and job creation. Community Development approaches. Cooperative Governance.

DUTIES : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management of the implementation of Community Work Programme. Ensure management of partnerships, development of norms and standards and provisioning innovative solutions. Provide strategic support on the organizational development intervention and implementation of a monitoring, reporting and evaluation system. Oversee management of finance audit and contract management risks for the programme. Oversee the development and implementation of communication strategy for the Community Work Programme.

ENQUIRIES : Mr J. Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications may be submitted electronically via email: cogta84@ursonline.co.za or via fax: 086 415 5709.

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

POST 27/02 : **DIRECTOR: CONTENT DEVELOPMENT AND SPEECH WRITING REF NO: 28728/02**

SALARY : R1 057 326 per annum, (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, an undergraduate qualification (NQF Level 7) in Communication/Journalism/Politics/Content Development or equivalent qualification as recognized by SAQA with 5 years relevant experience in the writing environment at middle/senior management level. A valid driver's licence and extensive travelling. Technical Competencies: Detail orientated and research experience, content development, power-point presentation skills and good communication.

DUTIES : As the Director, the incumbent will perform the following duties: Develop and implement the departmental communication strategy and content plan. Develop speeches and compile various types of content on behalf of the political leadership (Minister and Deputy Ministers) and the Director-General. Monitor and analyse media coverage to inform content to be developed and communication strategy. Edit and proofread documents for the Department before they are published. Liaise with officials in the Department and Ministry to ensure consistency of messages across all departmental outputs and ensure production of high-quality written material for use in other activities and campaigns.

ENQUIRIES : Mr Leso Tel No: (012) 334 0765
APPLICATIONS : Applications may be submitted electronically via email: cogta85@ursonline.co.za or via fax: 086 415 5709.

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