

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant 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. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the interviews). 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 POSTS****POST 31/04**

: **DEPUTY DIRECTOR: MUNICIPAL REMUNERATION SYSTEMS REF NO: DDMRS01/2021**

**SALARY CENTRE REQUIREMENTS**

: R733 257 per annum, (An all-inclusive remuneration package)  
 : Pretoria  
 : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Human Resource Management/ Development studies or equivalent qualification with 3 to 5 years' experience in Remuneration Management. 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: Policy analysis and formulation. Excel for Human Resource. Records Management. Remuneration database maintenance and management. Training background on remuneration will be an added advantage.

**DUTIES**

: The successful candidate will perform the following duties: Conduct market surveys/ benchmarks and national inflation outlook to determine annual cost of living adjustments for councilors, municipal managers and managers directly accountable to municipal managers. Develop policy and regulatory frameworks for remuneration of councilors, municipal managers and managers directly accountable to municipal managers. Support provinces and municipalities on the implementation of notices on upper limits for remuneration of councilors, municipal managers and managers directly accountable to municipal managers through the provision of technical advice and capacity building. Monitor and enforce compliance with the upper limits and recommend corrective measures where non-compliance with prescripts is detected. Evaluate the impact of annual cost of living adjustments, including

affordability and sustainability of municipal wage and salary bill and prepare the necessary advisory.

**ENQUIRIES** : Mr J Maepa Tel No: (012) 334 4915  
**APPLICATIONS** : may be submitted electronically via email: [cogta9@basadzi.co.za](mailto:cogta9@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No: (012) 998 8953  
**CLOSING DATE** : 27 September 2021

**POST 31/05** : **DEPUTY DIRECTOR: URBAN DEVELOPMENT POLICY REF NO: DDUDP02/2021**

**SALARY** : R733 257 per annum, (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or a three-year Bachelor's Degree in Urban Development, Town Planning, Development Planning, Public Administration or Political Science or equivalent. 3 to 5 years of experience in the areas of urban governance, urban management, and development planning or policy development. Driver's license and travelling will be required. Generic Competencies Planning and organizing. 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: urban development planning. Research and policy development. Integrated Development Planning. Spatial Planning.

**DUTIES** : The incumbent will perform the following duties: Develop and implement the integrated Urban Development Framework (IUDF) and related urban policy instruments and initiatives. Manage and coordinate stakeholder engagement support of the urban policy framework development and review processes. Facilitate the national and international partnerships and Stakeholder engagement in support of the urban development agenda, IUDF and related policies. Provide secretariat support to the IUDF panel of experts.

**ENQUIRIES** : Ms S Chetty Tel No: (012) 334 0994  
**APPLICATIONS** : may be submitted electronically via email: [cogta10@basadzi.co.za](mailto:cogta10@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No. 012 998 8953  
**CLOSING DATE** : 27 September 2021

**POST 31/06** : **ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ADCS03/2021**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification with 3 to 5 years' experience in the related field. 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: Corporate Secretariat practices and government procedures. Protocols. Legislation that govern Intergovernmental Structures.

**DUTIES** : The successful candidate will perform the following duties: Provide secretariat, administrative and logistical support to Corporate Governance forums. Follow up on implementation of resolutions and updating of resolutions register. Coordinate the strategic diary of the Department and maintain an online document management system. Receipt, analysis, coordinate and management of Director-General's correspondence.

**ENQUIRIES** : Ms M Jacobs Tel No: (012) 336 5727  
**APPLICATIONS** : may be submitted electronically via email: [cogta11@basadzi.co.za](mailto:cogta11@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No: 012 998 8953  
**CLOSING DATE** : 17 September 2021