

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.

<u>CLOSING DATE</u>	:	10 December 2021
<u>NOTE</u>	:	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 http://www.dpsa.gov.za/dpsa2g/vacancies.asp . 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 day of 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. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and 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. 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. Applicants should therefore submit 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

<u>POST 42/07</u>	:	<u>DEPUTY DIRECTOR GENERAL: LOCAL GOVERNMENT SUPPORT AND INTERVENTIONS MANAGEMENT REF NO: 30667/01</u>
<u>SALARY</u>	:	R1 521 591 per annum. (Level 15) (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
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF

		level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems. Experience in managing cross-functional teams. Knowledge of government structures. Service Delivery Programmes. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project
<u>DUTIES</u>	:	Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department at provincial, district and municipal level. The successful candidate will be expected to perform the following primary duties: Oversee and manage the development and implementation of district One-Plans in all 52 districts. Oversee and manage the development and institutionalisation and effective system of inter-governmental relations (IGR) across the three spheres of government. Oversee and manage the sector departments' contribution to the development and implementation of district One-Plans. Oversee and manage the establishment and monitoring of agreements with the private sector, civil society and international partners to support the implementation of district One-Plans. Oversee and manage support and intervention programmes in provinces, districts and municipalities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Tidimane Tel No: (012) 334 0734
	:	Applications must be submitted electronically via email to. for attention of cogta93@ursonline Tel No: 012 811 1900
<u>NOTE</u>	:	Equity: Female and/or Coloured candidates will receive preference.
<u>POST 42/08</u>	:	<u>DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 30667/02</u>
<u>SALARY</u>	:	R1 521 591 per annum. (Level 15) (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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Development studies or equivalent qualifications (NQF level 7 as recognised by SAQA) and a post-graduate qualification (NQF 8 as recognised by SAQA). Experience - Minimum: At least 10 years in at Senior Management (SMS) level in the relevant field. Technical knowledge: Knowledge of provincial and local government systems and structures. Knowledge of Local Government Municipal Finance Management Act. Knowledge of Local Government Municipal Property Rates Act. Understanding of Co-operative Governance. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project.
<u>DUTIES</u>	:	Job purpose: To provide strategic direction and support in the implementation of the mandate of the Department across all spheres of government. The successful candidate will be expected to perform the following primary duties: Oversee and manage the provision of integrated planning coordination service and systems across all three spheres of government. Oversee and manage the provision of knowledge management and monitoring systems for the department. Oversee and manage facilitate legislative review and implementation support to the Department and all there spheres of government. Oversee and manage municipal funding and grants administration programmes and projects. Oversee and manage support and intervention programmes in provinces, districts and municipalities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Tidimane Tel No: (012) 334 0734
	:	Applications must be submitted electronically via email to. for attention of cogta94@ursonline Tel No: 012 811 1900
<u>NOTE</u>	:	EQUITY: Female and/or Coloured candidates will receive preference.
<u>POST 42/09</u>	:	<u>CHIEF DIRECTOR: CWP FINANCIAL COORDINATION REF NO: 30667/02</u>
<u>SALARY</u>	:	R1 251 183 per annum. (Level 14) (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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Qualifications – Minimum: A Grade 12 certificate and a 3-year undergraduate qualification in Project or Financial Management or equivalent (NQF 7 as

recognised by SAQA) with accounting at third year level. Relevant post-graduate qualification / CA (SA) would be an advantage. Experience - Minimum: 5 years relevant experience at senior management level. At least 10 years in a PFMA compliant institution in the areas of financial or supply chain management, of which at least 5 years must be in a Senior Management Service (SMS) Position. Technical knowledge: Project management; Developing and implementing business solutions; Supply Chain Management; General Recognised Accounting Practices (GRAP); General Accepted Accounting Practices (GAAP); Public Finance Management Act and National Treasury Regulations. Additional requirements: A valid South African driver's license. Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word. Advantage: MS PowerPoint, MS Project, BAS

- DUTIES** : Job purpose: To oversee the management of the CWP financial administration. The successful candidate will be expected to perform the following primary duties: Coordinate and manage CWP assets, budget allocations, invoice processing and expenditure reporting. Oversee CWP Data Centre and participant payment systems. Ensure adherence to the Service Level Agreements between the Department and CWP implementing agents. Ensure review and implementation of CWP policies and procedures. Management functions.
- ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: (012) 334 0734
: Applications must be submitted electronically via email to. for attention of cogta95@ursonline Tel No: 012 811 1900
- NOTE** : Equity: Female and/or Coloured candidates will receive preference

OTHER POSTS

- POST 42/10** : **ASSISTANT DIRECTOR: MUNICIPAL EMPLOYMENT PRACTICES REF NO: 30667/03**

- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resources Management, Law, Public Administration or Public Management (NQF 7 or 6 as recognised by SAQA) with 3 – 5 years' experience within a policy environment. Proficient in MS Suite. Excel for HR. Valid driver's license. Extended working hours. 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: Extensive knowledge of Local government legislation and policy landscape; Local public administration and HR transformation; Employment practices. Policy development skills. Analytical skills. Report writing skills.

- DUTIES** : The successful candidate will perform the following duties: Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration and municipal employment practices. Coordinate consultation of policy, legislative and regulatory frameworks with national sector departments, organised local government, provinces, trade unions and professional bodies. Monitor the implementation of and analyse compliance by municipalities with the Municipal Systems Act, and its Regulations and other legislative imperatives. Support municipalities to build institutional capacity to implement the Municipal Systems Act and its Regulations. Identify and recommend appropriate corrective actions to the Minister for decisions made in contravention of the Municipal Systems Act and its Regulations.

- ENQUIRIES APPLICATIONS** : Ms N Monyela, 012 334 0754
: Applications must be submitted electronically via email to. For attention of cogta96@ursonline Tel No: 012 811 1900

- POST 42/11** : **ADMINISTRATION OFFICER REF NO: ADMINOFFICER/2021**

- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 7)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Development Planning, Social Science, Public Administration/ Governance or equivalent qualification with 1 to 2 years' experience in the relevant field. Generic Competencies: Quality of work. Reliability. Initiative.

Communication. Interpersonal relations. Team work. Planning and execution.
Technical Competencies: Integrated Development Planning (IDP).
Development planning and planning related to local government legislation,
policies, regulations and frameworks. South African system of inter-
governmental planning

DUTIES

: The successful candidate will perform the following duties: Coordinate the National IDP assessments on annual basis. Liaise with stakeholders at national, provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.

ENQUIRIES

: Ms Z Nkosi, Tel No: 012 395 4643

APPLICATIONS

: Applications may be submitted electronically via email: cogta17@basadzi.co.za For application enquiries contact. on: Mrs C Nyoni Tel No: 012 988 8953