

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 posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications must be submitted electronically via email to recruitment@cogta.gov.za
- FOR ATTENTION** : Ms Mpho Bakhane Tel No: 012 334 0628 / 0629 / 0732
- CLOSING DATE** : 11 May 2022
- 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 <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

- POST 14/19** : **DEPUTY DIRECTOR-GENERAL: (HEAD) NATIONAL DISASTER MANAGEMENT CENTRE**
- SALARY** : R1 544 415 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

**CENTRE
REQUIREMENTS**

: Pretoria
: Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Disaster Management/ Development studies/ Environmental or Social Sciences (NQF level 7 as recognized by SAQA) and post-graduate qualification (NQF level 8 as recognised by SAQA) Experience: At least 8-10 years in experience at Senior Management (SMS) level. Technical Competencies: Policy and legislation relevant to disaster risk management function. Disaster risk management. Core philosophy of disaster risk management, reduction and mainstreaming risk reduction into development. Project management methodologies. Information management and GIS. Additional requirements: Senior Management Pre-Entry Programme; Valid South African driver's license (Intensive travelling). Required: Proficient in MS Word, MS PowerPoint and MS Project.

DUTIES

: Job purpose: Establish and oversee institutional arrangements for implementing disaster management in South Africa. Oversee the development, implementation and monitoring of disaster management, legislative frameworks, and fire services policies across the three spheres of government. Determine priorities and coordinate the national preparedness, response, recovery, and rehabilitation relating to disasters. Oversee strategic objectives of the national disaster management, integrated information management and communication system. Oversee the co-ordination, facilitation of disaster management capacity building, community awareness programmes and disaster risk reduction strategies.

**ENQUIRIES
NOTE**

: Mr J Tidimane Tel No: (012) 334 0734
: Equity: Female candidates are encouraged to apply.