

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

<b><u>CLOSING DATE</u></b>	:	01 July 2022
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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 posts are senior management posts. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Shortlisted candidates must provide proof of successful completion of the course.

## MANAGEMENT ECHELON

<b><u>POST 22/16</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: 31434/01</u></b>
<b><u>SALARY</u></b>	:	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
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Financial Management or equivalent qualification (NQF level 7 as recognised by SAQA) and post-graduate qualification (NQF level 8 as recognised by SAQA) Experience: At least 8-10 years' experience at Senior

Management (SMS) level. Technical Competencies: Supply Chain Management. Comprehensive knowledge and understanding of the: Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Modified Cash Standards of Accounting (MCS), General Recognised Accounting Practices (GRAP), General Accepted Accounting Practices (GAAP), Transversal systems i.e LOGIS, BAS and PERSA. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project.

**DUTIES** : Job purpose: Provide strategic direction on the management of CWP programme and financial administration. Provide leadership on the rendering of financial management and administration services. Provide strategic leadership and guidance on supply chain and asset management services. Oversee the establishment of internal controls and systems in the Department.

**ENQUIRIES APPLICATIONS** : Mr. J Tidimane Tel No: (012) 334 0734  
: Applications must be submitted electronically via email to [cogta103@cogta.gov.za](mailto:cogta103@cogta.gov.za)

**FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900

**POST 22/17** : **CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND STRUCTURES REF NO: 31434/02**

**SALARY** : R1 269 951 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 REQUIREMENTS** : Pretoria  
: Qualifications – Minimum: A Grade 12 certificate and an undergraduate qualification in Public Administration/ Management or equivalent qualification (NQF Level 7 as recognised by SAQA) 5-10 years' experience at senior management level in the relevant field. A post graduate qualification will be an added benefit. Technical knowledge: Extensive knowledge of Municipal Structures Act, Municipal Systems Act, Municipal Demarcation Act, Municipal Finance Management Act, Anti-corruption legislation, Knowledge of justice system processes and legislative drafting; public service and local government transformation; monitoring and evaluation techniques; local government policies and systems. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficiency in MS Excel, MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

**DUTIES** : Job purpose: Direct and support municipal governance policy development and implementation; provide strategic direction and support to ensure efficient systems of delegations in municipalities; in collaboration with stakeholders such as National Treasury, Auditor-General, and organised local government, support provinces and municipalities in improving audit outcomes and to develop a national response plan in this regard; strengthen municipal governance and oversight mechanisms in municipalities; develop policy in relation to the division of powers and functions between municipalities; develop and roll-out anti-corruption and ethics programmes in local government; strengthen and maintain partnerships with law enforcement and prosecutorial authorities on anti-corruption matters.

**ENQUIRIES APPLICATIONS** : Dr K Naidoo Tel No: (012) 395 4616  
: Applications must be submitted electronically via email to [cogta104@cogta.gov.za](mailto:cogta104@cogta.gov.za)

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

**POST 22/18** : **CHIEF DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT REF NO: 31434/03-KZN; REF NO: 31434/04-NC (X2 POSTS, KZN AND NC)**

**SALARY** : R1 269 951 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

**CENTRE REQUIREMENTS** : Pretoria  
: Qualifications – Minimum: A Grade 12 certificate and an undergraduate qualification in Public Administration/ Local Government or equivalent qualification (NQF Level 7 as recognised by SAQA) 5-10 years' experience at senior management level in the relevant field. Technical knowledge: Extensive knowledge in Project Monitoring and Evaluation. Understanding of Government Legislation and Policies. Understanding of National and Local

- Legislation impacting on Provincial Governance. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Excel and MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.
- DUTIES** : Job purpose: Oversee and support the development and regular review of detailed municipal, district and metro profiles. Oversee the establishment and support districts hubs and intergovernmental coordinating structures. Provide strategic support on the facilitation, coordination and monitor the development and implementation of One Plans. Provide support on the development, implementation and monitoring of municipal infrastructure projects. Provide strategic guidance on the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Provide guidance and manage the development and implementation of CWP site plans that utilizes labour intensive methods to stimulate local economies.
- ENQUIRIES** : Ms. M Mabidilala Tel No: (012) 334 0623
- APPLICATIONS** : Applications must be submitted electronically via email to [cogta104@cogta.gov.za](mailto:cogta104@cogta.gov.za)
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- POST 22/19** : **DIRECTOR: GENDER MAINSTREAMING REF NO: 31434/05**
- SALARY** : R1 073 187 per annum (Level 13), (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 and an undergraduate qualification in Gender studies/ Social Sciences or equivalent qualification (NQF Level 7 as recognized by SAQA). 5-10 years' experience in Gender Mainstreaming at middle management level. Technical competencies: In-depth knowledge and understanding: Interpret and implement international treaties, Frameworks from socio-political, Human rights. Research on women empowerment. Transformation agenda of Government. Government framework on employment equity. Affirmative Action. Skills Development. Monitoring and Evaluation. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project.
- DUTIES** : The incumbent will be expected to perform the following duties: Develop and implement policies to promote gender equity and facilitate support programmes to disabled persons within local government sector. Oversee and facilitate advocacy programme in promoting gender sensitisation and responsiveness. Provide strategic support in the development and maintain a database on gender and disability issues. Oversee the transformation and redress issues of social empowerment of women and oversee the equalization of opportunities through systems development and implementation. Standardise and strengthen Gender Focal Mechanisms and machineries to build capacity to promote gender equality.
- ENQUIRIES** : Ms. M Mabidilala Tel No: (012) 334 0623
- APPLICATIONS** : Applications must be submitted electronically via email to [cogta104@cogta.gov.za](mailto:cogta104@cogta.gov.za)
- FOR ATTENTION** : Ms. Mpho Bakhane Tel No: 012 334 0628 / 0629 / 0732