

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.

- CLOSING DATE** : 02 September 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. Applicants are not required to submit copies of qualifications 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: <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 31/15** : **DEPUTY DIRECTOR-GENERAL: LOCAL GOVERNMENT OPERATIONS AND SUPPORT REF NO: 31648/01**
- 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** : Pretoria
- REQUIREMENTS** : Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Public Management, Economics, Development Studies or similar field, (NQF

Level 7 as recognized by SAQA) A Post-Graduate Qualification (NQF Level 8 as recognised by SAQA) and Senior Management Pre-Entry Programme. Experience At least 8 years at Senior Management (SMS) level. Technical Competencies: Sound knowledge of relevant legislation, regulations and prescripts applicable to national, provincial and local government. Understanding of Co-operative Governance. Additional requirements: Valid South African driver's license (Intensive travelling). Required: MS Outlook, MS Word, MS Excel and MS PowerPoint.

DUTIES : Job purpose: Provide strategic direction and leadership regarding the management of inter-governmental relations in support of the development objectives of Government Policies. Provide strategic direction and leadership on the IGR agenda setting to ensure that the functions of the Department are properly executed across all IGR Structures. Ensure improved service delivery through the development, implementation and monitoring of integrated plans and capacity building programmes. Provide strategic direction and leadership on the coordination of the Community Work Programme implementation and operation.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications must be submitted electronically via email to coqta106@ursonline.co.za

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

POST 31/16 : **CHIEF DIRECTOR: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: 31648/02**

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 : Pretoria

REQUIREMENTS : A Grade 12 certificate and an undergraduate qualification in Disaster Management / Development Studies / Environmental / Social Sciences or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5-10 years in experience in Disaster Risk Management at Senior Management Level. Technical competencies: Disaster Management Legislation (Disaster Management Act, 57 of 2002; Volunteer Regulations 2010, National Disaster Management Framework) Financial Legislation (Division of Revenue Act, Appropriate Act, PFMA, Treasury Regulations) Fire Services Legislation (Fire Brigade Services Act, 101 of 1987) Application of PFMA and DORA to fund Disaster Management, with special focus on response and reconstruction. The concept of Disaster Management. The core philosophy of Disaster Risk Reduction and mainstreaming risk reduction into development. Project management methodologies. Application of Information Management and GIS in preparedness, response, and reconstruction. Functioning of Provincial and Local Government. Experience coordinating disaster response and operations centre will be an added advantage. Additional requirements: Senior Management Pre-Entry Programme. A valid driver's licence. The successful candidate is expected to travel extensively. Required: Proficiency in MS Excel, MS Word, MS PowerPoint, MS Project, and software designed to manage and coordinate disasters. Master's degree in Disaster Management, (NQF 9 qualification), will be an added advantage.

DUTIES : The incumbent will be expected to perform the following duties: Provide strategic direction on the coordination and development of National Disaster Preparedness, Response and Recovery Strategies, plans, develop and implement Standard Operating Procedures for response and recovery management efforts / systems. Provide strategic direction on the development and implementation on guidelines and templates on disaster damage assessments, classification, and declaration processes and provide intervention support to Provinces and Municipalities. Provide strategic direction on the development of national seasonal contingency plans to ensure seasonal hazards preparedness, responses, and recovery. Provide strategic direction on coordination and activate the National Disaster Operation Centre during disaster response and recovery interventions, coordinate the functioning of joint operation committees to respond to various hazards and disaster and develop post-disaster review reports. Provide strategic direction on development and implementation of mechanism and systems for funding disaster management, guidelines and frameworks and coordinate the

implementation of response, reconstruction and rehabilitation projects that incorporates the principle of "building back better"

ENQUIRIES : Ms A Bruwer Tel No: (012) 848 4607

APPLICATIONS : Applications must be submitted electronically via email to cogta107@ursonline.co.za

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

POST 31/17 : **DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT REF NO: 31648/03**

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 Public Administration / Management / Business Administration / Social Science or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Corporate Secretariat environment. Technical competencies: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.

DUTIES : The incumbent will be expected to perform the following duties: Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Direct, coordinate and provide secretariat services for monthly MINEXCO meetings (12). Direct, coordinate and providing secretariat for monthly EXCO meetings (12). Develop, maintain, and communicate an accurate COGTA Strategic Diary reflecting on compliance reports due. Oversee the management for the recordings of all action items, resolutions, follow-up, and report on the implementation of all resolutions. Oversee the coordination and provide support to portfolio committee meetings.

ENQUIRIES : Mr S Molefi Tel No: (012) 395 4612

APPLICATIONS : Applications must be submitted electronically via email to cogta108@ursonline.co.za

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

POST 31/18 : **DIRECTOR: STRATEGIC SUPPORT REF NO: PHA-001-COGTA**

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 an undergraduate qualification in Public Administration or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience in Strategic Planning/ Corporative Governance at middle management level. Technical competencies: Corporate planning. South African Excellency model and its applications within the Public Sector. Strategic Planning and Research Methodology. Monitoring, reporting and evaluation. Government Programme of Action. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.

DUTIES : The incumbent will be expected to perform the following duties: Provide advice to the Department on the alignment of strategic, organizational, and operational plans to the mandate of the Department. Oversee the facilitation of strategic, organizational wide and operational planning and reporting processes of the Department. Oversee and facilitate the alignment between plans, budgets, and staff performance agreements. Develop and implement planning and monitoring policies and procedures.

ENQUIRIES : Mr S Molefi Tel No: 012 395 4612

APPLICATIONS : Applications must be submitted electronically via email to Recruit1@phakipersonnel.co.za

FOR ATTENTION : Rebecca Hatlane Tel No: (011) 941 1953

POST 31/19 : **DIRECTOR: FIRE SERVICES REF NO: PHA-002-COGTA**

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 REQUIREMENTS : Pretoria
A Grade 12 certificate and an undergraduate qualification in Fire Technology/Development Studies/Public Administration or equivalent qualification (NQF Level 7) as recognized by SAQA. At least 5-10 years' experience in Fire Services at middle management. Technical competencies: Legislation, Regulations, Policies and Standards relevant to the Fire Services function in South Africa. The legislative and budgetary process applicable to Local, Provincial and National Government. Local and Provincial Government Systems. Intergovernmental Structures and Systems related Local government, Fire Services and Disaster Management. Understanding of Disaster Management Policy and Legislation. Monitoring, Evaluation, and compliance management processes. The application of Information Management Systems is administration of Fire Services. Partnership development. Additional requirements: Senior Management Pre-Entry Programme. A valid driver's licence. The successful candidate is expected to travel extensively. Required: Proficiency in MS Word, MS PowerPoint, MS Excel, and MS Project. Master's degree (NQF level 9) will be an added advantage.

DUTIES : The incumbent will be expected to perform the following duties: Oversee and manage the development of legislation, regulation, policy for fire services nationally. Oversee, manage, and coordinate programs related to the support and administration of fire services. Oversee the development, implementation, review and monitoring of strategies and frameworks for the Fire Brigade Services legislation and other related policies and strategies nationally. Oversee fire services compliance management and capacity building related processes. Oversee implementation of the National Urban Search and Rescue Framework. Oversee and lead the implementation of the White Paper on Fire Services.

ENQUIRIES APPLICATIONS : Ms A Bruwer Tel No: 012 848 4607
Applications must be submitted electronically via email to Recruit2@phakipersonnel.co.za

FOR ATTENTION : Stella Mohoto Tel No: (011) 941 1953

POST 31/20 : **DIRECTOR: INFORMATION TECHNOLOGY AND KNOWLEDGE MANAGEMENT SERVICES REF NO: PHA-003-COGTA**

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 REQUIREMENTS : Pretoria
A Grade 12 certificate and an undergraduate qualification in Information Science, Computer Science, Information Systems and Knowledge Management or equivalent qualification. (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in the Design, Development, Implementation and Maintenance of Knowledge and Information System and Software. Technical competencies: In-depth knowledge of: Policy and legislation relevant to the Disaster management information systems in South Africa. The development and implementation of ICT systems over a wide area network, including business intelligence, database design, integration of systems etc. Project management methodologies especially pertaining to the planning, design, development and delivery of ICT and Knowledge Management Systems. Information Management, Business Intelligence and GIS. Functioning of ICT and Knowledge Management in National, Provincial and Local Government. Knowledge of statistics and experience using statistical packages for analysing datasets, e.g., Excel, Business process analysis, etc. Reporting packages and databases, e.g., SQL; programme, e.g., XML, JavaScript etc. System Development, knowledge of SharePoint system. Proficiency in the design, implementation and maintenance of Information and Knowledge Management Systems. Additional requirements: An NQF 9 qualification will be an added

advantage. More than 2 years' experience working with data models, database design development, data mining and segmentation techniques. Senior Management Pre-Entry Programme. Required: Ms PowerPoint, MS Project, MS Excel, MS Word. A valid driver's licence.

DUTIES : The incumbent will be expected to perform the following duties: Oversee the installation and maintenance of Computer Infrastructure, including networks, Information Security Systems, and technical support and emerging technologies. Design, develop and maintain data, information (including GIS) and knowledge management systems and business application systems for Disaster Risk Management and Fire Services. Coordinate the development of Knowledge management Services and Geographic Information Systems for Disaster Risk Management and Fire Services. Develop and maintain the National Disaster Loss and Damage Database.

ENQUIRIES APPLICATIONS : Ms A Bruwer Tel No: 012 848 4607
Applications must be submitted electronically via email to Recruit3@phakipersonnel.co.za

FOR ATTENTION : Stella Mohoto Tel No: (011) 941 1953

POST 31/21 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: PHA-004-COGTA**

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 REQUIREMENTS : Pretoria
A Grade 12 certificate, an undergraduate qualification in Human Resource Management or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5 years relevant experience at a middle level in a Human Resource Environment. Technical competencies: Comprehensive knowledge and understanding of: Public Service Management Framework. Public Service Act. Public Service Regulations. Collective Agreements. Labour Relations Act. White Paper on Transformation of the Public Service. Broad Knowledge of PERSAL.

DUTIES : The successful candidate will perform the following duties: Oversee the management of recruitment, selection, appointment, and other life cycle events of employees. Oversee, manage the compensation and the conditions of service of employees. Oversee the development and implementation of Human Resource strategies, policies, guidelines, and documentation. Provide strategic direction on the management and implementation of the Human Resource Information System (PERSAL).

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: (012) 334 0734
Applications must be submitted electronically via email to Recruit4@phakipersonnel.co.za

FOR ATTENTION : Koena Tibane Tel No: (011) 941 1953

POST 31/22 : **DIRECTOR: BUSINESS SOLUTIONS, INTELLIGENCE AND DATA ANALYTICS REF NO: H&S3862729945**

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 REQUIREMENTS : Pretoria
A Grade 12 certificate an undergraduate qualification in Information Technology / Information Systems / Computer Systems or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' relevant experience at middle management level in the Business Application Development, System Analysis, Business Analysis, and Records Management field. Technical competencies: Agile Software Development Life Cycle. Data and document management systems. Leading Joint Application Development sessions. Business and Systems analysis. Data visualization and Data Intelligence. Understanding of Government Business Processes and the Government Wide Enterprise Architecture process. Relevant legislation i.e., National Archives and Records Service of SA Act. Promotion of Access to Information Act, Minimum Information Security Standards, etc. Additional requirements: At least 5 year's technical experience on Microsoft SharePoint, PowerApps, Dynamics and / or dot.Net Systems analysis and design.

		Experience with Data Visualisation Tools such as PowerBI. Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS Excel, MS Project, and MS Visio.
<u>DUTIES</u>	:	The incumbent will be expected to perform the following duties: Direct and oversee the development of systems, policies, and procedures to ensure sound knowledge and data management practices within the Department. Oversee and provide applications and interface development. Oversee, manage the implementation of software engineering and business analysis in the Department. Overall management of data-warehouses, databases, and business intelligence. Oversee and provide information, records management services and secured access to information.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr I Moodley Tel No: (012) 334 0684
	:	Applications must be submitted electronically via cogtadbsida@hslabour.co.za
	:	Robin Tel No: 011 468 4192
<u>POST 31/23</u>	:	<u>DIRECTOR: CWP PARTICIPANT ADMINISTRATION REF NO: H&S874462791</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate an undergraduate qualification in Financial Information System Management or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Financial Systems and reporting Data Analysis. Technical competencies: The Public Finance Management Act (PFMA) Treasury Regulations. Division of Revenue Act (DoRA). Municipal Finance Management Act (MFMA). General Accepted Accounting Practices (GAAP). Additional requirements: Postgraduate qualification (NQF 8 as recognized by SAQA) in Financial Management / Financial or Business Information Systems or Information Technology. A balance of financial and Information Technology experience. Senior Management Pre-Entry Programme. A valid driver's licence. Required: Advanced / Intermediate Microsoft Office. MS Project.
<u>DUTIES</u>	:	The incumbent will be expected to perform the following duties: Manage the development, implementation, and review CWP financial policies and procedure manuals. Oversee the development and implementation of internal controls, monitoring and early warning systems. Oversee the development, implementation, and maintenance of CWP Integrated Management System (IMS). Oversee the administration of the monthly payment of CWP participants stipends.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr M Skenjana Tel No: (012) 334 0694
	:	Applications must be submitted electronically via cogtadcwppa@hslabour.co.za
	:	Robin Tel No: 011 468 4192
<u>POST 31/24</u>	:	<u>DIRECTOR: CWP FINANCIAL ADMINISTRATION REF NO: H&S1946689343</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate an undergraduate qualification in Financial Accounting or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Management and Financial Accounting. Technical competencies: The Public Finance Management Act (PFMA) Treasury Regulations. Division of Revenue Act (DoRA). Municipal Finance Management Act (MFMA). General Accepted Accounting Practices (GAAP). Additional requirements: Registration with professional body. Experience in Supply Chain Management. Senior Management Pre-Entry Programme. A valid driver's licence. Required: Advanced Micro Office, Intermediate Microsoft Office.
<u>DUTIES</u>	:	The incumbent will be expected to perform the following duties: Oversee the management of the CWP Management and Financial Accounting. Oversee effective and efficient Supply Chain Management and ensure compliance by

Implementing Agents. Provide strategic support on the implementation of the CWP Programme and ensure alignment of CWP budget and overall programme objectives. Oversee the reporting on performance, achievement of targets and objectives of the programme. Ensure CWP financial risk management, policy development and implementation.

ENQUIRIES : Mr M Skenjana Tel No: (012) 334 0694
APPLICATIONS : Applications must be submitted electronically via email to cogtadcwpfa@hslabour.co.za
FOR ATTENTION : Robin Tel No: 011 468 4192

POST 31/25 : **DIRECTOR: INTERNAL CONTROL REF NO: H&S3862729945**

SALARY : R1 073 187 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 and an undergraduate qualification in Accounting / Auditing / Financial Management or equivalent (NQF Level 7 as recognised by SAQA). Relevant post-graduate qualification will be an advantage. At least 5 years' experience in audit or financial management at middle management level at PMFA compliant institutions. Experience in SCM will be an advantage. Technical competencies: Knowledge and understanding of legislative environment, amongst other: the Public Finance Management Act (PFMA) Treasury Regulations. General Accepted Accounting Practices (GAAP). General Recognised Accounting Principles (GRAP). Knowledge and experience in the establishment of an integrated internal control system. Knowledge and experience in the development and maintenance of governance frameworks. Knowledge and experience in fraud prevention. Knowledge and experience in the development, implementation, and maintenance of an effective loss control system. Knowledge and experience in policy development. Knowledge and experience statistical and qualitative analysis. Knowledge and experience in general ledger reconciliations and analysis. Experience in research and / or audit report writing. Additional requirements: Government Financial Systems. Internal Control tools and techniques. PFMA, Treasury regulations and guidelines. Required: Advance proficiency in MS Word, MS Excel and BAS. Working knowledge of PERSAL and LOGIS, MS PowerPoint and MS Project will be an advantage. Senior Management Pre-Entry Programme certificate required.

DUTIES : The incumbent will be expected to perform the following duties: Develop, monitor, and review departmental internal control policies, procedures, and processes. Implement and maintain appropriate delegation framework in line with applicable and regulations. Facilitate and coordinate all assurance services including responding to oversight and related committees. Develop an appropriate financial information retention system / repository system. Manage the implementation and maintenance of the departmental loss control system.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications must be submitted electronically via cogtadintcontr@hslabour.co.za
FOR ATTENTION : Robin Tel No: 011 468 4192