

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building, Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources Tel No: 053 830 9459
- CLOSING DATE** : 09 September 2022
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

MANAGEMENT ECHELON

- POST 32/244** : **DIRECTOR: REGIONAL HEAD REF NO: JTG 01/08/2022**
- SALARY** : R1 073 187 per annum (Level 13), all-inclusive package
- CENTRE** : Kuruman
- REQUIREMENTS** : An appropriate Bachelor's Degree in Public Management / Administration, or an equivalent qualification (NQF 7) as recognized by SAQA. Five (5) years 'middle Management experience with a thorough knowledge of National and Provincial legislations governing the Municipalities. An extensive experience of Local Government and Human Settlements. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. A valid driver's license.
- DUTIES** : To provide strategic direction and support in the implementation of the mandate of the Department at district and municipal level. Manage the implementation of Human Settlements projects. Oversee and implement human settlements policy direction, housing development, and housing asset management. To implement and coordinate Governance services within the districts. Manage, facilitate, and provide Human Resource management and financial management to the district office. Provide professional planning support to stakeholders. Monitor and support district and local municipalities in the areas

of municipal administration and governance, municipal valuations, municipal performance reporting, municipal development planning and infrastructure development.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course, please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

POST 32/245

: **DIRECTOR: HOUSING ADMINISTRATION REF NO: HS 02/08/2022**
Branch: Human Settlements

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
: Provincial Office (Kimberley)
: An appropriate Bachelor's degree in Finance/ Cost and Management Accounting/ Internal Auditing or equivalent qualification (NQF 7) as recognized by SAQA. Five (5) years 'middle Management experience in related field. A Strong understanding of Human Settlement Development issues and business administration. Exceptional ability to innovative thought, vision, drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high level of liaising, communication ability, and highly developed negotiations skills. A valid driver's licence.

DUTIES

: The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSDG and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage; coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.

**ENQUIRIES
NOTE**

: Mr. G.A. Booysen Tel No: (053) 830 9531
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course, please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

POST 32/246 : **DIRECTOR: MUNICIPAL GOVERNANCE & ADMINISTRATION REF NO: CG 03/08/2022**
Branch: Municipal Governance & Administration

SALARY : R1 073 187 per annum (Level 13), all-inclusive package
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate Bachelor's Degree in Public Management/Administration/Law or equivalent qualification with five (5) years of experience in middle management with a thorough knowledge of National, Provincial and Local Government legislation governing municipalities. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Ability to adapt to changes in work environment. Willingness to travel long distances when necessary. A valid Driver's license.

DUTIES : Manage the directorate of Municipal Governance and Administration which includes but not limited to monitoring and supporting municipalities on the establishment and functionality of governance structures (Municipal Council, Executive/Mayoral Committees, MPACs etc). Manage the composition, membership, operation, intervention in municipal councils and dissolution thereof. Monitor and support legislative compliance on municipal council matters (e.g. remuneration of Councillors and municipal electoral matters). Manage the compliance and enforcement of the Code of conduct for Councillors. Manage and facilitate conflict and dispute resolutions. Monitor the functionality of IGR and follow up on the implementation of decisions. Manage municipal international relations, and dispute resolution mechanisms/processes. Monitor and support compliance with anti-corruption measures. Monitor and support legislative compliance with municipal administrative matters on *inter alia* appointment/secondment of municipal senior managers, conditions of employment, remunerations and disciplinary processes of senior managers. Monitor and support the development and implementation of the staff establishment, appointment, conditions of employment and performance management. Manage and support municipal labour relations and the implementation of the Code of conduct for Staff. Support municipal skill development. Support municipalities with municipal legal matters.

ENQUIRIES : Adv. M. Manyeneng Tel No: (053) 830 2855
NOTE : With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course, please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

OTHER POSTS

POST 32/247 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANTS/SERVICES REF NO: CG 04/08/2022**
Branch: Municipal Infrastructure Development

SALARY : R744 255 per annum
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : National Diploma / Bachelor's degree in Civil Engineering or equivalent qualification with a minimum of 5 years' experience at junior management level. Knowledge of programme and project management; Project design and analysis; Legal and operational compliance as well as the creation of a high – performance culture; Communication skills; Problem solving and analysis skills; Decision making and conflict management skills; Research and development; Strategic capacity and leadership, Financial management and

- computer skills; Negotiation Skills; Applicable legislation prescripts in the Project Management field. A valid driver's licence.
- DUTIES** : Co-ordinate and manage municipal infrastructure grants and infrastructure services; Co-ordinate and manage technical support pertaining to municipal infrastructure planning and development; Liaison/Facilitation with District and Local municipalities and other role players in MIG and Departmental Infrastructure projects; Advice Departments, Districts, Local municipalities and other Stakeholders on Procedural/technical and policy matters on infrastructure; Provide input with regard to Policy development and Management; Monitoring the progress of grant funding to Municipalities on project implementation; Monitor and support Municipalities on implementation of infrastructure programmes, Coordinate and manage project evaluation and approval processes; Liaise with CoGTA and other National/Provincial Departments on MIG and Departmental projects.
- ENQUIRIES** : Ms. M. Booysen Tel No: (053) 830 2800
- POST 32/248** : **DEPUTY DIRECTOR: LOCAL GOVERNMENT SERVICES REF NO: CG 05/08/2022**
Branch: Co-operative Governance
- SALARY** : R744 255 per annum (Level 11), all-inclusive package
CENTRE : ZFM Regional Office (Upington)
REQUIREMENTS : National Diploma / Bachelor's degree in Public Administration/ Development Studies or equivalent qualification with 5 years' experience at junior management level. 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). Local Government Legislation (especially the Municipal Structures Act.) Monitoring and support techniques. Interpretation and analysis techniques. A valid driver's licence.
- DUTIES** : The successful candidate will perform the following duties: Administer and implement selected provisions in the Local Government: Municipal Structures Act relating to governance, including the following: Monitor the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council through data collection and convening of engagements with stakeholders. Support stakeholders (Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in municipalities. Monitor compliance and Public Participation with regards to annual Budget, reporting, and functionality of Municipalities. Manage Municipal Audit outcomes and coordinate Disaster Management in the Region. Manage and coordinate Municipal Infrastructure development and sustainable quality service delivery. Facilitate and coordinate Municipal Planning with regards to credible Integrated Development Plan, Spatial planning and land use management.
- ENQUIRIES** : Mr. A. Phete Tel No: (054) 337 5901