

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** : 11 November 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). Incomplete applications or applications received after the closing date 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 41/07** : **CHIEF DIRECTOR: KNOWLEDGE MANAGEMENT, MONITORING AND REPORTING SYSTEMS REF NO: H&SCD00005**
- 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 Political Science/ Development Administration/ Public Administration or equivalent (NQF Level 7 as recognized by SAQA) with at least 5-10 years' experience at Senior Management level in the monitoring, research and evaluation field. Proficiency

in MS Word and Excel and other relevant database packages and platforms. Senior Management Pre-Entry Programme. A valid driver's licence and extensive travelling. Core competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical competencies: Extensive knowledge in local government policies, legislation and systems. Research methodology. Policy development and formulation. Database maintenance. Monitoring, reporting and evaluation, and familiarity with filesharing platforms. Excellent organisation, administration and leadership skills. The ability to prioritise one's workload and produce accurate, detailed work within deadlines. The ability to multi-task, and to operate in a deadline driven environment. Relevant knowledge about strategy implementation and information management.

DUTIES : The incumbent will be expected to perform the following duties: Provide strategic direction in the development and implementation of an integrated monitoring and reporting system for local government. Provide strategic direction in the facilitation of access to a central repository for information acquired from various governmental and non-governmental sources, such as from Provinces, Municipalities, National and Provincial Treasuries. Ensure easy retrieval of information, and drive content production for reports required by the Department. Conceptualize research design and coordination. Manage project activities/ processes and oversee cleaning and merging of datasets for use in analysis for papers, reports and presentations. Undertake qualitative and quantitative research. Present at various forums and share research findings widely through website, webinars and meetings. Contribute and lead on the write-up of project research findings. Coordinate with management and research teams to facilitate collaboration on activities and ensure coherence and consistency on goals, objectives and deliverables across the Branch and the Department. Support capacity building and professional development for early career researchers. Foster collaboration and partnerships with donors/ funders, community partners and policy makers. Support the various units in the Department with the conducting of research on the various policy and legislative mandates of the Department. Oversee the facilitation and support of research and evaluation to enhance policy making and support programmes of the Department.

ENQUIRIES : Dr K Naidoo Tel No: (012) 395 4617
APPLICATIONS : Applications must be submitted electronically via email: CoGTA005@hslabour.co.za

FOR ATTENTION : Robin Gillies Tel No: 011 468 4192

POST 41/08 : **DIRECTOR: CWP PARTICIPANT ADMINISTRATION REF NO: PHA-05-COGTA**

Re-advert. Those who applied previously need not to re-apply.

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 Financial Information System Management or Information Technology or equivalent (NQF Level 7 as recognized by SAQA). A relevant post graduate qualification will be an advantage. At least 5 years' experience at middle management level or higher. At least 5 years' experience in financial systems and reporting and data analysis or related fields essential. A balance of financial and Information Technology experience will be an advantage. Additional requirements: Senior Management Pre-Entry Programme. A valid driver's licence. Technical competencies: The Public Finance Management Act (PFMA), Treasury Regulations, SITA Act. Advanced / Intermediate Microsoft Office and MS Project.

DUTIES : As head of the CWP data center, the incumbent will be expected to perform the following duties: Manage the development, implementation, and review of CWP financial systems policies and procedure manuals. Oversee the development, implementation, and maintenance of CWP Integrated Management System (IMS) from a business architecture perspective. Oversee the development and implementation of internal controls, monitoring and early

warning systems. Oversee the administration of monthly payments of CWP participant stipends and related reporting. Development and Management of Service Level Agreements and stakeholders. Management of internal and external audits (financial and ICT) within the Data Centre.

ENQUIRIES

: Mr M Skenjana Tel No: (012) 334 0694

APPLICATIONS

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

FOR ATTENTION

: Rebeccah Hatlane Tel No: 011 941 1953