

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Ms Nomathemba Serei Tel No: 018 388 3687 or Ms Ethelia Masibi at Tel No: 018 388 3933
- CLOSING DATE** : 11 November 2022, Time (16H30)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries Directions On How To Fill In The New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of

promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 41/394 : **DIRECTOR: PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO: COGTA 01/22-23**
 Chief Directorate: Development Planning
 Directorate: Disaster Management

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), all-inclusive remuneration package
 : Head Office (Mmabatho)
 : Matric/Grade 12. Diploma/Degree (NQF Level 7) in Disaster Management (NQF level 7 as recognized by SAQA) (appointment in terms of Disaster Management Act. 5 years' experience in disaster management at middle managerial/ Deputy Director Level. SMS pre-entry certificate. Valid driver's License Competencies/Knowledge/Skills: United Nations International Strategy on Disaster Reduction (UNIDDR), Sendai Framework for Disaster Reduction, Disaster Management Act, National Disaster Management Framework, North West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, In-depth knowledge of Disaster Management processes, In-depth knowledge and understanding of legislative framework governing public service, Excellent communication, Project Management, Management and Leadership, Computer Literacy, Strategic Leadership, Problem solving and analysing, Financial Management.

DUTIES : Provide strategic and technical advice to the Provincial Executive on matters relating to Disaster Management. Provide strategic and technical advice to the Provincial Departments, Municipalities, State Owned Enterprises and Communities on matters relating to Disaster Management. Provide strategic and technical advice on the development and implementation of disaster risk reduction programmes/projects. Provide strategic and technical advice on effective and rapid response to disasters. Provide strategic sound governance and professional leadership within the Provincial Management Centre.

ENQUIRIES : Seth Ramagaga Tel No: 018 388 2328

OTHER POSTS

POST 41/395 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SUPPORT REF NO: COGTA 02/22-23**
 Chief Directorate: Local Governance
 Directorate: Municipal Administration

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), all-inclusive remuneration package
 : Head Office (Mmabatho)
 : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Municipal Governance Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Financial Management Act, Municipal Structures Act, Applicable legislation and Regulatory Framework, Analytical and Research, Group facilitation Strategic and Project Management, Computer literacy, Interpersonal and Policy development and evaluation.

DUTIES : Monitor and support council and council committee functionality. Monitor municipalities' compliance with legislation and policies. Conduct assessments of municipalities. Coordinate and monitor the implementation of Local Governance Anti-Corruption strategy. Support municipalities in respect of Local Labour Forum functionality (Labour Relations).

ENQUIRIES : Pule Moipolai Tel No: 018 388 3615

POST 41/396 : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: COGTA 03/22-23**
: Chief Directorate: Local Governance
: Directorate: Municipal Administration

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Public Participation .Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Structures Act, National Capacity Building Framework, Community Development Workers Programme, Conflict Resolution, Public Speaking, Planning and Organising, Computer literacy, Project Management, Monitoring and Evaluation.

DUTIES : Monitor implementation of ward committee operational plans. Administer municipal functionality support to Speaker's office and ward committees. Coordinate and monitor municipal district support forums. Provide tactical support on the implementation of Back to Basics approach and District Development Model. Monitor and support municipal response to community concerns (customer care).

ENQUIRIES : Pule Moipolai Tel No: 018 388 3615

POST 41/397 : **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY BUILDING**
: Chief Directorate: Corporate Services
: Directorate: Human Resource Management
(Re-Advert)

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade12 Diploma/Degree (NQF6/7) in Training Management/ Human Resource Management /Public Administration/Management/ Human Resource Development or any other relevant qualification. Minimum of 3 – 5 years relevant experience in Middle Management/ Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of: Skills Development Act (SDA), Skills Development Levies Act, Employment Equity Act (EEA) Human Resource Development Strategy, Human Resource Development Framework, National Qualification Framework, Public Service Regulations, Public Financial Management Act (PFMA), Financial Management, Conflict Management, Project/Programme Management, Presentation, Facilitation, Communication, Computer literacy, Strategic Leadership, Problem solving and analyzing.

DUTIES : Administer the implementation of skills development and talent management programme. Oversee the provision of training and capacity building programmes. Administer bursaries, learnership and internship programme, Monitor the implementation of the performance management system. Monitor the impact of training interventions.

ENQUIRIES : Frank Sepeng Tel No: 018 388 4788

POST 41/398 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: COGTA 05/22-23**
: Chief Directorate: Corporate Services
: Directorate: Strategic Management Services
(Re-Advert)

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Auditing/Public Administration/Public Management/ Monitoring and Evaluation or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at Middle Management or Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: Advanced data analysis, Advanced Report writing, Advance Computer literacy, Sound organizing and planning, Good Communication, Good records management.

DUTIES : Oversee the implementation of Performance Information Framework. Coordinate the development of the Departmental Annual report. Oversee the implementation of Provincial M&E system. Coordinate Auditor General and

		Provincial Internal Audit on Predetermine objective and respond to audit exceptions. Coordinate the development of Accounting Officer's Report. Mthandazo Radebe Tel No: 018 388 4456
<u>ENQUIRIES</u>	:	
<u>POST 41/399</u>	:	<u>DEPUTY DIRECTOR: EXTERNAL COMMUNICATION REF NO: COGTA 06/22-23</u> Chief Directorate: Corporate Services Directorate: Communication Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12. Diploma/ Degree (NQF Level 6/7) in Journalism/Communication/Public Relations/ Media Studies or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at Middle management or Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Public Service prescripts, In-depth knowledge of government communication prescripts, Good Communication, Analytical and Research, Strategic Management, Project Management, Computer literacy, Interpersonal and problem-solving.
<u>DUTIES</u>	:	Monitor the provision of media relations services. Oversee departmental interaction with the public. Administer the process of event communication support services. Monitor the provision of content development services. Oversee the usage of communication channels to market departmental services.
<u>ENQUIRIES</u>	:	Dineo Thapelo Tel No: 018 388 3402
<u>POST 41/400</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: COGTA 07/22-23</u> Chief Directorate: Corporate Services Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Social Work/Psychology relevant equivalent educational qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level. Registered with Health Professions Council South Africa (HPCSA) or South African Council for Social Services (SACSS). Valid driver's license. Competencies/Knowledge/Skills: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service, Occupational Health and Safety Act, COIDA and the implementation, Communication, Facilitation, Computer literacy, Planning, Analytical, Problem-Solving.
<u>DUTIES</u>	:	Administer Occupational Health, Safety and Environment Strategies and Programmes. Oversee the implementation of HIV and AIDS, TB and other communicable diseases. Oversee implementation of prevention support and treatment care programmes. Coordinate the implementation of Employee Health and Wellness Programmes. Monitor department health risks trends.
<u>ENQUIRIES</u>	:	Frank Sepeng Tel No: 018 388 4788
<u>POST 41/401</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: COGTA 08/22-23</u> Chief Directorate: Corporate Services Sub Directorate: Security and Facilities Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Security Management/Policing/Build Environment/Property Management/Facility Management or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level in security and facilities management. Valid driver's license. Competencies/Knowledge/Skills: In depth knowledge of Promotion of Administration Justice Act (PAJA), Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA), National Strategic Intelligence Act (NSIA), Property Management Principles, Public Financial Management Act (PFMA), Investigation skills, Contract management, Project Management, Stakeholder Management, Specification Drafting,

DUTIES

Communication, Computer Literacy, Strategic Leadership, Problem solving and analysing.
:
Oversee the implementation of physical security measures and mechanisms. Oversee the implementation of information security measures and mechanisms. Monitor the provision of document classification and employee vetting services. Administer the provision of Departmental infrastructure maintenance services. Oversee the provision of auxiliary and driver messenger services.

ENQUIRIES

: Mr Frank Sepeng Tel No: 018 388 4788