

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 this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications must be submitted electronically via email to: cogta006@hslabour1.co.za
- FOR ATTENTION** : Elginita Moodley Tel No: 011 468 4192
- CLOSING DATE** : 25 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 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, 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 post is a senior management post. 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 43/26** : **DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: H&SDR00006**
- 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 Political Science/ Public Administration/ Social Sciences or equivalent (NQF Level 7 as

recognized by SAQA) with at least 5-10 years' experience in research, evaluation and collation of high-level documentation and policy papers at management level in the relevant field. Proficiency in MS Word and Excel. Senior Management Pre-Entry Programme. A valid driver's licence and Intensive Travelling. Additional Requirements (Advantage): Postgraduate qualification in Political Science/ Public Administration/ Social Science or equivalent (NQF level 8 as recognised by SAQA). Ms PowerPoint, Ms Project. 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: Research, Information management and evaluation systems and methods. Acquiring specific knowledge-based resources (e.g., for Cooperative Governance branches areas of work). Information database systems for acquiring resources. Editing and preparation of high-level documentation e.g., policy papers. Conducting internal searches. The System of local government.

DUTIES

: The incumbent will be expected to perform the following duties: Oversee the design, execution and methodology evaluation of research for policy development. Guide the Department in the identification, design and execution of programme evaluation. Oversee, manage and conduct policy research using a variety of analytical methods and analysis techniques and disseminate results appropriately. Conceptualise and manage the development, refinement of memoranda, issue papers, policy papers/ discussions documents and/or short study-briefs, as well as oversee, direct and lead research liaison. Develop and implement a database of existing research and evaluations related to DCOG mandate. Management functions.

ENQUIRIES

: Dr M Kruger Tel No: (012) 334 0941