

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	09 December 2022
<u>NOTE</u>	:	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 requested to submit certified documents/ copies on or before 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 (Only applicable to shortlisted candidates). 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

MANAGEMENT ECHELON

<u>POST 45/34</u>	:	<u>DIRECTOR: EDUCATION, TRAINING AWARENESS AND RESEARCH REF NO: 31828/12</u>
<u>SALARY</u>	:	R1 105 383 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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, a three-year Bachelor's degree in Public Administration/Disaster Risk Management/ Development Studies/Education or

equivalent qualification (NQF level 7 as recognised by SAQA). A post graduate degree in the above field would be an added advantage (NQF 8) with 5 to 10 years' experience in Disaster Risk Management at middle management level. Proficient in MS Excel, MS Word MS PowerPoint, MS Teams. Valid Driver's license and intensive travelling. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge management. Service Delivery Innovation. Problem solving analysis. Client orientation and customer focus. Communication (written and verbal). Technical Competencies: In-depth knowledge of: Policy and legislation relevant to education, training, awareness, and research. Project management methodologies. Functioning of government with emphasis on capacity building and research. Skills development legislation and Acts.

DUTIES : The successful candidate will perform the following duties: Oversee and promote disaster risk management education for disaster management practitioners and for learners in school. Oversee the development and implementation of disaster risk management training programmes. Oversee the development and implementation of an Integrated Public Awareness Strategy. Oversee the implementation of disaster risk management research programmes and provide information and advisory services. Oversee the development and implementation of disaster risk management strategic agenda.

ENQUIRIES : Mr J Dyssel Tel No: 012 848 4608
APPLICATIONS : Applications must be submitted electronically via email to cogta120@ursonline.co.za

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

OTHER POSTS

POST 45/35 : **DEPUTY DIRECTOR: OFFICE OF THE CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT) REF NO: 31828/13**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification (NQF level 6/7 as recognised by SAQA) with at least 3 to 5 years' experience in related field. Proficient in MS Excel, MS Word, and MS PowerPoint. Driver's license and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Communication (verbal and written). Coordination, Project management. Client orientation and customer focus and diversity management. Technical Competencies: In-depth knowledge of Executive Office Management, advanced computer proficiency and coordination and consolidation of documents.

DUTIES : The successful candidate will perform the following duties: Effective administrative support to the Chief Directorate. Coordinate compliance matters within the Chief Director. Provide secretariat services to Chief Directorate meetings and coordinate the implementation of resolutions. Consolidate Chief Director contributions in preparation of operational plan and for quarterly review meetings as well as strategic planning sessions.

ENQUIRIES : Ms P Pillay Tel No: 012 336 5713
APPLICATIONS : Applications must be submitted electronically via email to cogta121@ursonline.co.za

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

POST 45/36 : **DEPUTY DIRECTOR: FINANCIAL BATCH CONTROL AND VALIDATIONS REF NO: 31828/01**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/Auditing or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Internal Control or related field. Proficient in MS Excel and MS Word. BAS. PERSAL. LOGIS. Additional requirements (Advantage): MS PowerPoint and MS Project. 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). 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), Basic Accounting System (BAS) and 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 development, implementation, and maintenance of an effective loss control system. Knowledge and experience in policy development. Knowledge and experience in statistical and qualitative analysis. Experience in research and/or audit writing.

DUTIES : The successful candidate will perform the following duties: monitor performance of internal control activities in compliance with the relevant legislation, regulations, frameworks, standards, guidelines, departmental policies, and procedures. Support the departmental responses to auditors and develop action plans to address the audit findings and report on progress. Develop, implement, and maintain a financial information retention repository and reporting system and an invoice tracking and reporting system. Support the implementation and maintenance of the departmental loss control system.

ENQUIRIES : Ms P Zuma Tel No: 012 334 0830

APPLICATIONS : Applications must be submitted electronically via email to cogta109@ursonline.co.za

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

POST 45/37 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: 31828/02**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognized by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Planning and organizing. 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). Technical Competencies: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e., LOGIS and BAS. Tender and contract administration. Financial management. State Board ST36 &ST 37. Preferential Procurement Regulations. Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Manage the Tender process. Supply Chain Reporting. Render Secretariat services to the DCoG Bid Committees. Manage the sourcing of formal & informal quotations process. Management functions.

ENQUIRIES : Mr S Mabija Tel No: 012 334 0823

APPLICATIONS : Applications must be submitted electronically via email to cogta110@ursonline.co.za

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

POST 45/38 : **DEPUTY DIRECTOR: ICT GOVERNANCE, RISK, AUDIT AND PROJECT MANAGEMENT REF NO: 31828/03**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in risk and compliance of ICT environments. Proficient in MS Word and MS Excel. Additional requirements (Advantage): Knowledge of Risk Management. Project Management. Book of Knowledge. MS PowerPoint and MS Project. 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). Technical Competencies: Communication skills. Presentation skills. Financial management. Conflict management. Problem solving. Project management. MS Project Office.

DUTIES : The successful candidate will perform the following duties: develop strategic three year rolling and operational/annual risk-based information technology (IT) internal audit plans. Develop policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Execute and monitor information technology reviews according to the annual plan. Develop, update and monitor project management methodology and templates.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684

APPLICATIONS : Applications must be submitted electronically via email to cogta111@ursonline.co.za

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

POST 45/39 : **DEPUTY DIRECTOR: ICT BUSINESS RELATIONSHIP MANAGER AND CHANGE CONTROL REF NO: 31828/04**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information and Technology. Proficient in MS Word and MS Excel. Additional requirements: Business relationship management professional certificate. MS PowerPoint and MS Project 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). Technical Competencies: Written and oral communication skills. Facilitation skills. Analytical skills. Problem solving skills. Negotiation and teamwork skills.

DUTIES : The successful candidate will perform the following duties: formal engagement with all programmes/branches with regards to ICT services and performance. Report on ICT service status within the programme/branch. Communicate ICT service disruptions. Review requirements submitted for change management control and to communicate the outcome of change request. Identify business value when developing ideas with a focus on digital awareness, risk assessment, business continuity and business capability requirements.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684

APPLICATIONS : Applications must be submitted electronically via email to cogta112@ursonline.co.za

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

POST 45/40 : **DEPUTY DIRECTOR: DEVELOPER (SHAREPOINT, .NET, JAVA) AND CUSTOMER FOCUS. TEAM LEADERSHIP. DIVERSITY MANAGEMENT COMMUNICATION (VERBAL AND REF NO: 31828/05)**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' developer experience. Proficient in MS Word and MS Excel. Additional requirements (Advantage): MS Powerpoint and MS Project. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation written). Technical Competencies: Software development Java, J2EE, HTML, JSP/Javascript/XML/SOAP, Microsoft.C#, ASP.net, Sharepoint, CRM and etc. Microsoft SQL programming experience is required. Entity relationship design/Data Modelling. System specification and design. Configuration and implementation of Application Servers.

DUTIES : The successful candidate will perform the following duties: Conceptualize, design, develop and test custom software applications using SharePoint, ASP.NET, .NET, Java, SQL Server, and web technologies. Extend the

functionality of existing software products. Collaborate with project managers, business analysts, and other members of the team to deliver products. Establish coding standards and document best practices for development. Troubleshoot application issues.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684
APPLICATIONS : Applications must be submitted electronically via email to cogta113@ursonline.co.za

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

POST 45/41 : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL**
REF NO: 31828/06

SALARY : R766 584 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word and PowerPoint. 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). Technical Competencies: In-depth knowledge of; Executive office management, advanced computer proficiency, coordination, and consolidation of documents.

DUTIES : The successful candidate will perform the following duties: Manage the office of the Branch Head and provide executive support to her/him; quality assure, assess and summaries content of incoming and outgoing submissions and correspondences and track implementation of the Branch audit action plan. Consolidate Branch contributions in relation to Ministerial, Executive Committee (EXCO) and Audit Committee engagements, as well as Departmental and Branch quarterly review engagements. Coordinate inputs towards other strategic planning sessions, and the medium-term strategic framework (MTSF). Annual Performance Plan and Operational Plan, Cabinet Memoranda and Parliamentary Questions. Coordinate Branch Compliance matters. Coordinate budget inputs and monitor expenditure of the Branch. Provide secretariat services at Branch meetings, and other forums, monitor the implementation of decision taken. Liaise with stakeholders and monitor implementation of Memoranda of Understanding.

ENQUIRIES : Dr K Naidoo Tel No: 012 395 4616
APPLICATIONS : Applications must be submitted electronically via email to cogta114@ursonline.co.za

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

POST 45/42 : **DEPUTY DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO:**
31828/07

SALARY : R766 584 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Property Studies/Real Estate/Land Economics, Property Valuation and Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA); and Registration as a professional valuer or professional associated valuer in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) with 3 to 5 years' experience in the valuation of different kinds of properties. Proficient in MS Excel and MS Word. Driver's license and travelling. 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). Technical Competencies: Extensive knowledge/experience in; MPRA and provisions of any legislation that must be considered in valuing specific properties, valuation principles and techniques, undertaking valuations of all types of properties. Understanding of; Mass appraisal techniques and processes, ability to create and analyse datasets, Geographical Information Systems (GIS).

DUTIES : The successful candidate will perform the following duties: Monitor and support municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of valuation and supplementary valuation

rolls. Gather and analyse information pertaining to the effectiveness, consistency, uniformity and application of municipal valuations and valuation procedures for rates purposes with respect of selected municipalities. Gather and analyse information from Valuation Appeal Boards to help continuous improvement/enhancement of the professional valuation field. Monitor provincial departments responsible for local government on the valuation aspects of the MPRA; and set up development programmes for needy provinces and selected municipalities. Develop guidelines/circulars/regulations and/or amendments to the MPRA.

ENQUIRIES : Mr MY Kader Tel No: 012 334 0932
APPLICATIONS : Applications must be submitted electronically via email to cogta115@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/43 : **DEPUTY DIRECTOR: ANTI-CORRUPTION REF NO: 31828/08**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Social Science/Law or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling Additional requirements (Advantage): Being a certified Ethics Officer and/or certified Examiner 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). Technical Competencies: In-depth knowledge of; Anti-corruption legislation and policies. Investigations. Local government Municipal Systems Act. Prevention and Combating of Corrupt Activities Act.

DUTIES : The successful candidate will perform the following duties: Manage the analysis of forensic reports and follow up on the implementation of recommendations emanating from forensic investigations. Conduct preliminary investigations on reported allegations of fraud and corruption and monitor cases reported, investigated, and referred to municipalities, provinces and law enforcement agencies. Manage the activities of the Local Government Anti-Corruption Forum and ensure the roll out of the Local Government Anti-Corruption strategy. Manage the establishment of partnerships and enlist support of law enforcement agencies and other stakeholders on anti-corruption matters. Conduct anti-corruption and ethics awareness campaigns.

ENQUIRIES : Mr E Ndou Tel No: 012 334 4953
APPLICATIONS : Applications must be submitted electronically via email to cogta116@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/44 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT AND DEBT COLLECTION REF NO: 31828/09**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting, Financial Management, Public Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in financial management and municipal finances. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge and understanding of; the Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Public Finance Management Act (PFMA). Municipal Systems Act. Revenue and debt management.

DUTIES : The successful candidate will perform the following duties: Support the development and implementation of revenue enhancement initiatives to enhance revenue collection in municipalities. Coordinate the reports on the payment of government debt to municipalities. Support the monitoring and assessment of the credibility of municipalities' credit controls and debt

collection policies and related by-laws. Coordinate and support the development of municipal debt collection strategies.

ENQUIRIES : Mr M Manyike Tel No: 012 334 4919

APPLICATIONS : Applications must be submitted electronically via email to cogta117@ursonline.co.za

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

POST 45/45 : **ASSISTANT DIRECTOR: FREE REF NO: 31828/10**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Economics, Local Government, Public Finance, or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of; Local government system and transformation. Sound knowledge of the constitution. Sound understanding of government policies as it relates to provision of basic services. Intergovernmental relations. Poverty alleviation and job creation strategies.

DUTIES : The successful candidate will perform the following duties: support coordination of the development of the national indigent register and implementation of the Free Basic Services Programme. Identify challenges hampering the implementation of the Free Basic Services Programme policy to accelerate the roll out of the programme. Support coordination of training of municipalities to report through Free Basic Services monitoring and reporting system. Support the development and implementation of monitoring and reporting tools for performance measurement and impact assessment of FBS programme. Support coordination and monitoring of FBS reporting by provinces and analyse trends in the implementation of Basic Services.

ENQUIRIES : Ms K Fata Tel No: 012 334 4931

APPLICATIONS : Applications must be submitted electronically via email to cogta118@ursonline.co.za

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

POST 45/46 : **ASSISTANT DIRECTOR: MUNICIPAL FUNCTIONS, POWERS, AND INTERVENTIONS SUPPORT REF NO: 31828/11**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration, Law, or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. 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). Technical Competencies: Extensive knowledge on devolution of powers and functions to local government by national and provincial government; division of powers and functions between district and local municipalities; national/provincial interventions in local government.

DUTIES : The successful candidate will perform the following duties: Conduct assessments of the devolution of powers and functions to local government by national and provincial government and the division of powers and functions between local and district municipalities. Collect information and data, and produce researched reports on the devolution, division and management of powers and functions. Compile draft reports on the effectiveness and efficiency of policies on the management of powers and functions. Consolidate inputs for policy and legislative development and/or amendments. Conduct research and analysis on national intervention in provincial administration; and provincial intervention in local government, and draft frameworks. Respond to queries from stakeholders.

ENQUIRIES : Mr T Khasi Tel No: 012 336 0558

- APPLICATIONS** : Applications must be submitted electronically via email to cogta119@ursonline.co.za
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- POST 45/47** : **ASSISTANT DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: PHA-06-COGTA**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Urban/Town and Regional Planning or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field registered with SACPLAN as a Candidate/Technical Planner. Proficient in MS Excel and MS Word. Driver's license and travelling. 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). Decision making Teamwork Analytical skills Creativity Self-management. Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning. Project Management. T & R legal and operational compliance. T & R systems and principles. Research and Development. Computer-aided Applications. Knowledge of legal compliance. Technical report Writing. Networking.
- DUTIES** : The successful candidate will perform the following duties: Facilitate integrated planning in the intermediate cities and small towns in the district and municipal spaces. Coordinate the implementation of the urban development policy in the district spaces. Analyze municipal spatial planning tools to guide strategic integrated development. Facilitate Alignment Between Integrated Urban Development Framework (IUDF) and One Plans (a) Perform planning functions and activities in accordance with town and regional planning principles in land development – (i) provide technical assistance to professional teams on all aspects regarding town and regional planning projects; (ii) adhere to legal requirements in town and regional planning; (iii) co-ordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; (iv) provide support in the compilation and adoption of technical and planning standards, norms and guidelines; (v) implement planning legislation, guidelines, policies and regulations; (vi) co-ordinate site clearance processes in terms of Project Execution Plans; (vii) support the planning and design of sustainable human settlement; and (viii) provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP processes). Office administration: provide assistance with tender (bid) administration; liaise and interact with service providers; contribute to the human resources and related activities; maintain the record management system; and utilise resources allocated effectively. Research and development: Keep up with new technologies and procedures; Research/literature on new town and regional planning expansion and renewal processes; Liaise with relevant bodies/councils on town and regional planning-related matters; and Follow approved programme of development for registration purposes.
- ENQUIRIES** : Ms S Chetty Tel No: 012 334 0994
- APPLICATIONS** : Applications may be submitted electronically via email at: Recruit1@phakipersonnel.co.za For application enquiries contact Khomotso Molohe Tel No: 011 941 1953
- POST 45/48** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: PHA-07-COGTA**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Science/ Knowledge Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a knowledge management or information related field. Proficiency in MS Excel and MS Word. Driver's license and travelling. 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). Technical Competencies: In depth knowledge in Research, Data Analysis and System Development, Business Analysis, Data Base Management, Content Management and Stakeholder Relations.
- DUTIES** : The successful candidate will perform the following duties: Implement knowledge management (KM) strategy for DCOG. Provide support on the development of knowledge management processes and procedures in municipalities. Provide support on the implementation of knowledge management frameworks, guidelines, and tools for DCOG, provinces and municipalities. Implement knowledge sharing programmes for DCOG, provinces and municipalities.
- ENQUIRIES APPLICATIONS** : Ms T Skosana Tel No: 012 334 4883
: Applications may be submitted electronically via email at: Recruit2@phakipersonnel.co.za for application enquiries contact Khomotso Molope Tel No: (011) 941 1953
- POST 45/49** : **ASSISTANT DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: PHA-08-COGTA**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Political Science/Development Studies or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling. 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). Technical Competencies: In-depth knowledge in Research methodology. Policy Analysis. Methods to analyse issues and trends pertinent to the mandate of Cooperative Governance. Proven experience of evaluation methodology and coordination. In depth knowledge of the system of local government.
- DUTIES** : The successful candidate will perform the following duties: Conduct policy analysis and policy development projects. Conduct policy research using a variety of analytical methods and analysis techniques. Develop and refine memoranda, issue papers, policy papers or draft legislation. Write reports, presentations and/or short study-briefs for non-research audiences. Conduct research as identified on the Departmental Annual Performance Plan. Guide and coordinate evaluations related to the Department's mandate.
- ENQUIRIES APPLICATIONS** : Dr M Kruger Tel No: 012 334 0941
: Applications may be submitted electronically via email at: Recruit3@phakipersonnel.co.za For application enquiries contact Khomotso Molope Tel No: (011) 941 1953
- POST 45/50** : **ASSISTANT DIRECTOR: PAYMENTS AND REVENUE MANAGEMENT REF NO: PHA-09-COGTA**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/ Auditing or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in municipal financial reporting/ municipal audits. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. 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). Technical Competencies: Extensive knowledge of: Municipal Finance Act. Treasury Regulations. Division of Revenue Act (DoRA). General Recognised Accounting Practices (GRAAP).
- DUTIES** : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and/or participate in the intergovernmental coordinating structures on audit outcomes. Review and monitoring the implementation of municipal specific remedial plans in

		selected municipalities. Consolidate Provincial reports and develop the National reports on the implementation of the National Audit Outcome Remedial Plan.
<u>ENQUIRIES</u>	:	Ms P Sithole Tel No: 012 334 0836
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
<u>POST 45/51</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: PHA-10-COGTA)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Financial Accounting or related with Financial Accounting as major subject (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Management Accounting, Financial Accounting Functions, Monitoring and Reporting, Risk Management and Auditing and Financial Systems at a supervisor. Proficient in MS Excel and MS Word. Additional requirements: Postgraduate qualification in Financial or Management Accounting. Advance MS Excel. Registration with professional body. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Coordination. Project Management. Client orientation and customer focus. Team Leadership. Diversity Management. Communication (Verbal & Written)
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate and manage the financial planning inputs in line with the Community Work Program implementation model and budget monitoring in line with site business plans. Review and monitor the implementation of effective internal financial controls and appropriate procedures with regards to financial and wage payment administration. Manage CWP expenditure process and control. Manage the financial accounting functions and coordinate the submission of Interim and Annual Financial Statements inputs and programme performance planning and reporting. Management functions
<u>ENQUIRIES</u>	:	Mr M Skenjana Tel No: 012 334 0694
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
<u>POST 45/52</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: PHA-11-COGTA)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Built Environment or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in the relevant field. Proficient in MS Excel, MS Word and MS Powerpoint. 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). Technical Competencies: The National Building Regulations and Building Standards Act, 1997. Occupational Health and Safety Act, 1993 – Building and Maintenance Services. Contract and property management. Government systems and structures. Public Finance Management Act, 1999 – Facilities Management Services.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implementation of building lease agreements for the department. Facilitate the planned and unplanned building maintenance services. Liaise with the Department of Public Works and the Department of National Treasury on office accommodation matters. Review and implement floor plans to be aligned with the Contingency Plan of the department. Monitor parking (internal and external), outsource cleaning, hygiene services and implementation of service level agreements. Facilitate and conduct regular building audits to ensure compliance with legal, safety, health and environmental standards.
<u>ENQUIRIES</u>	:	Mr O Mabunda Tel No: 012 334 0839

APPLICATIONS : Applications may be submitted electronically via email at: Recruit10@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

POST 45/53 : **ASSISTANT DIRECTOR: USER TECHNICAL SUPPORT REF NO: PHA-12-COGTA)**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information Technology field. Proficient in MS Excel and MS Word. 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). Technical Competencies: In-depth knowledge of workstation software including Windows 10 or later operating system, Office 365 and associated products and administration, Transversal systems (BAS, LOGIS and PERSAL). Information Technology Infrastructure Library (ITIL) Foundation. Technical troubleshooting on related ICT hardware, software and networking.

DUTIES : The successful candidate will perform the following duties: Provide ICT second line and third line support to all users in accordance with the agreed service management processes. Provide LAN support to all users. Ensure proactive detection of incidents through available tools i.e., monitoring, events and alerts. Manage printing services. Participate in identifying gaps and risks in the current processes and technical environment to ensure continuous improvement of the ICT services.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684
APPLICATIONS : Applications may be submitted electronically via email at: Recruit6@phakipersonnel.co.za or application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 45/54 : **ASSISTANT DIRECTOR: ICT BUSINESS ANALYST AND PROJECT ADMINISTRATOR REF NO: PHA-13-COGTA**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information Technology field. Proficient in MS Word and MS Excel. Additional requirements (Advantage): Project management certification. MS PowerPoint and MS Project. 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). Technical Competencies: IT/IS systems operations. SLDC and application development. Project management Body of Knowledge. Knowledge systems. Business and systems analysis. Monitoring and evaluation system.

DUTIES : The successful candidate will perform the following duties: gather, analyse and document business requirements. Translate requirements into process, data and technology models that can be interpreted by IT to develop a solution. Provide reporting standards, a project registry and a project repository. Fulfil all project administration and coordination related issues.

ENQUIRIES : Ms N Seabela Tel No: 012 334 4609
APPLICATIONS : Applications may be submitted electronically via email at: Recruit7@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 45/55 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: PHA-14-COGTA**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria

- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Graphic Design or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in graphic design/visual communications. Proficient in MS Excel and MS Word. Additional requirements (Advantage): MS Project and MS PowerPoint 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). Technical Competencies: In-depth knowledge: of government programmes, government communications, Adobe desktop publishing software, an Apple Macintosh computer, Adobe Illustrator, Photoshop and In Design (Web, 3-D skills), reprography and printing.
- DUTIES** : The successful candidate will perform the following duties: conceptualise and design creatives including illustrations, motion graphics, infographics and visuals based on requirements. Collaborate on overall look and feel for all design products to bring the work of the department alive through designs, presentations, images, fonts and layouts using graphic design software. Create and maintain digital database of presentations, artwork, branding images and ensure all designs are backed-up. Handle creative jobs from concept through to print and ensure all products developed are in line with the government CI manual and guidelines. Work on various products as per brief, conceptualise and handle visual execution of all design briefs.
- ENQUIRIES** : Mr M Moloi Tel No: 012 336 5710
- APPLICATIONS** : Applications may be submitted electronically via email at: Recruit8@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953
- POST 45/56** : **ASSISTANT DIRECTOR: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: PHA-15-COGTA**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, an undergraduate qualification in Disaster Management/Development Studies/Environmental/Social Sciences or equivalent qualification (6 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficient in MS Word, PowerPoint, Excel and MS Project. Valid driver's license and intensive travelling. 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). Technical Competencies: In-depth knowledge of Policy and legislation relevant to the disaster risk management function in South Africa and internationally. The concept of disaster risk management for preparedness, response and recovery coordination. Policy and legislation relevant to funding arrangements for disaster risk management across organs of state for preparedness, response and recovery coordination. Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives in particular the build-back-better principle. Project management methodologies. Provincial, National and Local Government environment. Intergovernmental Relations. Knowledge, understanding, interpretation and application of spatial data.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the development of national disaster response and recovery strategies, plans, and implement Standard Operating Procedures for response and recovery management efforts/systems. Coordinate the development and implementation on guidelines and templates on disaster damage assessments, classification and declaration processes and construction and rehabilitation projects that incorporate the "Build Back Better" principle. Coordinate the development of national seasonal contingency plans to ensure seasonal hazards preparedness, response, and recovery. Coordinate activation of the National Disaster Operation Centres during disaster response and recovery interventions. Coordinate the development and implementation of disaster mechanisms for funding disaster management, guidelines and frameworks.
- ENQUIRIES** : Ms M Pitso Tel No: 012 848 4606

APPLICATIONS : Applications may be submitted electronically via email at: Recruit9@phakipersonnel.co.za For application enquiries contact Akhona Mjabubana on: (011) 941 1953

POST 45/57 : **ASSISTANT DIRECTOR: SYSTEM DEVELOPER REF NO: H&SADSD00007**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Web and Application Development/Information Technology/ Information Management/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in an Information Technology/Information Management related field. Proficient in MS Excel and MS Word. Driver's license and travelling Additional requirements (Advantage): MS SQL Server 2019, MS Project, and MS PowerPoint. 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). Technical Competencies: Internet technologies (HTML, CSS, C#/ASP .NET), adobe photoshop, knowledge of MS SQL, demonstrate end-to-end understanding of systems development lifecycle (SDLC) methodology, knowledge of MS SharePoint 2016/2019.

DUTIES : The successful candidate will perform the following duties: conduct capacity planning of the application environment. Design and develop all new application systems. Conduct software installations and configurations. Monitor the application environment and implement updates.

ENQUIRIES : Mr A Mashigo Tel No: 012 848 4631

APPLICATIONS : Applications may be submitted electronically via email at: cogta007@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/58 : **SENIOR INTERNAL AUDITOR**

SALARY : R331 188 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A 3 year National Diploma in Internal Audit/ 3 year Bachelor degree in Internal Audit (NQF Level 6/7 as recognised by SAQA) with at least 2 years' experience in Internal Auditing. Proficient in MS Excel and MS Word. Additional requirements: TeamMate Audit Management System will be an added advantage. Generic competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication (written and verbal). Teamwork. Technical Competencies: Operational and performance audits. Risk management and Auditing practices. Public Finance Management Act. Treasury Audits.

DUTIES : The successful candidate will perform the following duties: Coordinate the development of audit planning documents which include the system description and audit program. Conduct audits as per audits programs and complete audit working papers as per auditing standards and internal audit methodology. Raise findings of inadequate controls, prepare draft communication of findings and discuss with management. Follow-up on agreed management action plans.

ENQUIRIES : Mr S Sebola Tel No: 012 334 0727

APPLICATIONS : Applications may be submitted electronically via email at: cogta008@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/59 : **PHOTOGRAPHER/ VIDEOGRAPHER REF NO: H&SPV00008**

SALARY : R331 188 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Photography/Film & Video Technology or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a Photography and Videography environment. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal

- relations. Teamwork. Planning and execution. Technical Competencies: Operating photography and videography equipment. Apple Macintosh applications, video, and photo editing software especially Photoshop Elements and Premiere Elements pro. Digital video, digital photography, and proficiency in digital archiving of images.
- DUTIES** : The successful candidate will perform the following duties: provide photographic and video coverage for ministerial, departmental projects and events. Produce and distribute photos and video clips for the gallery, publications, website, and digital media platforms. Generate post-production video editing, motion graphics, sound design and produce DVDs. Monitor and maintain all digital images and video clips library.
- ENQUIRIES APPLICATIONS** : Mr L Pakati Tel No: 012 336 5817
: Applications may be submitted electronically via email at: cogta009@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192
- POST 45/60** : **SENIOR SHAREPOINT ADMINISTRATOR REF NO: H&SSSA00009**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in SharePoint Administration. Proficient in MS Excel and MS Word. Driver's license and travelling. Additional requirements: MS PowerPoint and MS Project. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office365 and SharePoint Online administrations. Software development. Business analysis. Problem solving. User training.
- DUTIES** : The successful candidate will perform the following duties: adding users, controlling access to document libraries, and setting permissions. Performing maintenance of the SharePoint platform. Troubleshooting and resolving SharePoint issues or malfunctions. Providing SharePoint support and end-user training. Reviewing usage and activity reports and making adjustments to ensure optimized user-experiences.
- ENQUIRIES APPLICATIONS** : Mr I Moodley Tel No: 012 334 0684
: Applications may be submitted electronically via email at: cogta010@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192
- POST 45/61** : **SENIOR SCM PRACTITIONER (DEMAND MANAGEMENT, SUPPLIER PERFORMANCE & REPORTING) REF NO: H&SSSPDM00010**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: In-depth knowledge of Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e., LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Provide bid committee administration services. Update and maintain supply chain management contracts. Monitor and report on all contracts to ensure compliance to conditions set. Liaise with internal clients and external service providers.
- ENQUIRIES APPLICATIONS** : Mr S Mabija Tel No: 012 334 0823
: Applications may be submitted electronically via email at: cogta011@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/62 : **SENIOR SCM PRACTITIONER (ASSETS MANAGEMENT) REF NO: H&SSSPAM00011**

SALARY : R331 188 per annum
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of the PFMA, Treasury Regulations and Asset Management Framework. Asset Management. Supply Chain Management. System such as LOGIS and BAS.

DUTIES : The successful candidate will perform the following duties: Maintain and update the Departmental asset register. Provide inputs on the preparation of monthly asset reconciliation between LOGIS and BAS. Coordinate and conduct physical asset verification. Facilitate the process of asset disposals.

ENQUIRIES : Mr S Mabija Tel No: 012 334 0823
APPLICATIONS : Applications may be submitted electronically via email at: cogta012@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/63 : **SENIOR STATE ACCOUNTANT: PAYMENTS AND REVENUE MANAGEMENT REF NO: H&SSSAPRM00012**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/ Financial Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in municipal financial reporting/ municipal audits. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. 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). Technical Competencies: Extensive knowledge of: Municipal Finance Act. Treasury Regulations. Division of Revenue Act (DoRA). General Recognised Accounting Practices (GRAAP).

DUTIES : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and/or participate in the intergovernmental coordinating structures on audit outcomes. Review and monitoring the implementation of municipal specific remedial plans in selected municipalities. Consolidate Provincial reports and develop the National reports on the implementation of the National Audit Outcome Remedial Plan.

ENQUIRIES : Ms PT Sithole Tel No: 012 334 0836
APPLICATIONS : Applications may be submitted electronically via email at: cogta013@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/64 : **SENIOR WAGE OFFICER (CWP PARTICIPANT ADMINISTRATION) REF NO: H&SSWOCWPPA00013**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Financial Information Systems or Information Technology or equivalent qualification (NQF level 6/7 as recognised by SAQA) 2 years' experience in the relevant field. Proficient in MS Excel and MS Word. Experience in data centre will be advantageous. Additional requirements: Basic Accounting System (BAS) and PERSAL System. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Knowledge and understanding of: Public Finance Management Act. Public Finance Management Act, 1999 (Act No. 1 of 1999) and the

Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence.

DUTIES : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and manage communication between CWP, SITA and Information Technology unit, management of SITA Service agreements and SITA account and ensure accounts are settled on time. Facilitate the MIS enhancements and provide reports. Perform functions of system controller. Facilitate a process of monthly data clean up and reporting. Run exception reports and ensure clearing of exceptions (deceased and PERSAL participants). Serve as a secretariat in all Data Centre meetings with Stakeholders. Enforce a sound system of control environment. Review and monitor the implementation of effective internal financial controls and procedures. Attend to CWP Data Centre operations and audit queries (both internal and external).

ENQUIRIES APPLICATIONS : Mr M Skenjana Tel No: 012 334 0993
: Applications may be submitted electronically via email at: cogta014@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/65 : **JUNIOR PROGRAMMER REF NO: H&SJP00014**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Web and Application Development/Information Technology/Information Management/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 years' experience in an Information Technology/Information Management related field. Proficient in MS Excel and MS Word. Driver's license and travelling. Additional requirements (Advantage): MS SQL Server 2019, MS Project, and MS PowerPoint. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Internet technologies (HTML, CSS, C#/ASP .NET), adobe photoshop, knowledge of MS SQL, demonstrate end-to-end understanding of systems development lifecycle (SDLC) methodology MS SharePoint 2013/2016.

DUTIES : The successful candidate will perform the following duties: conduct systems health checks, write SQL statements and generate reports. Design and develop all new application systems and maintain existing application systems. Conduct software installations and configurations. Monitor the application environment and implement updates.

ENQUIRIES APPLICATIONS : Mr A Mashigo Tel No: 012 848 4631
: Applications may be submitted electronically via email at: cogta015@hslabour1.co.za for application enquiries contact Elginita Moodley on: 011 468 4192

POST 45/66 : **ADMIN OFFICER: SECURITY SERVICES REF NO: H&SAOSS00015**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Security Risk Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 – 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office administration. Minimum Information Security Standards (MISS) report – security services. Occupational Health and Safety Act.

DUTIES : The successful candidate will perform the following duties: Implement departmental physical security policy and procedures. Supervision of control room operations and in-house security personnel. Conduct security posting and parades. Conduct post inspections and key control audits. Conduct security threats and risk assessments in areas of operation.

ENQUIRIES APPLICATIONS : Mr M Mlangeni Tel No: 012 334 4708
: Applications may be submitted electronically via email at: cogta016@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/67 : **WEBSITE AND INTRANET ADMIN OFFICER REF NO: H&SWIAO00016**

SALARY : R218 064 per annum (Level 06)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 1 to 2 years' experience website design and management. Additional requirements: Driver's license. Generic Competencies: Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Understanding of Website design and administration. Government programmes and communications. An Apple Macintosh computer. Adobe desktop publishing software, Illustrator, Photoshop and In Design (Web, 3-D skills). Markup and programming languages including HTML, XML, PHP, and CSS.

DUTIES : The successful candidate will perform the following duties: create and maintain internal and external websites in a collaborative manner. Gather, collate, review, and maintain departmental websites and intranet content, links, and designs. Support the maintenance of website and intranet site content. Support multi-media work. Facilitate training of website content and intranet site owners.

ENQUIRIES : Mr J Mahlaela Tel No: 012 334 4839

APPLICATIONS : Applications may be submitted electronically via email at: cogta017@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192