

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 post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 03 February 2023
- 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 a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as most recent pay slip as compared to the Public Service, as well as at least 2 contactable references. 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). 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/follow-up engagements/second round interviews/or any other method) 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 Department reserves the right to make an appointment. 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 02/21** : **CHIEF AUDIT EXECUTIVE REF NO: PHA-01/23-COGTA**
- SALARY** : R1 308 051 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, and a three year NQF level 7 qualification as recognised by SAQA, preferably in Internal Auditing or related to the technical requirements of the post with 5 – 10 years' relevant experience at senior

management level in an Auditing environment. Proficient in MS Excel and MS Word. Senior Management Pre-Entry Programme to be completed before appointment to the post. Additional Requirements (Advantage): A postgraduate qualification in Internal Auditing or equivalent (NQF 8 as recognised by SAQA). Certified Internal Auditor/Certified Internal Audit Technical/ Professional internal Audit Technician. MS Project and MS PowerPoint. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Risk and compliance audits. Risk assessment knowledge. Operational audits and Information Technology audits. Risk Management and auditing practices. The Public Finance Management Act. Corporate Governance. Risk management and auditing practices.

DUTIES : The successful candidate will perform the following duties: Provide Strategic Leadership and guidance on the Three-year Rolling Plan and the Annual Internal Audit Plan and Combined Assurance Plan. Provide Strategic Leadership and guidance on the annual review of the Internal Audit and Audit Committee Charters. Ensure the implementation of the Annual Internal Audit Plan and Combined Assurance Plan. Ensure that audit findings are appropriately reported and that the required actions are undertaken. Ensure that the Accounting Officer and management establish and maintain effective, efficient and transparent systems of risk management and internal controls. Monitor the effectiveness of the controls around the computer systems of the Department. Manage and monitor the forensic investigation of the Department.

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: 012 334 0734
: Applications may be submitted electronically via email at: Executives@phakipersonnel.co.za For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953

POST 02/22 : **DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT REF NO: PHA-02/23-COGTA**

SALARY : R1 105 383 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE REQUIREMENTS : Pretoria
: A Grade 12 certificate and an undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Corporate Secretariat environment. Technical competencies: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

DUTIES : The incumbent will be expected to perform the following duties: Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Direct, coordinate and provide secretariat services for monthly MINEXCO meetings (12). Direct, coordinate and providing secretariat for monthly EXCO meetings (12). Develop, maintain, and communicate an accurate COGTA Strategic Diary reflecting on compliance reports due. Oversee the management for the recordings of all action items, resolutions, follow-up, and report on the implementation of all resolutions. Oversee the coordination and provide support to portfolio committee meetings.

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: (012) 334 0734
: Applications must be submitted electronically via email to Recruit5@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

OTHER POSTS

- POST 02/23** : **DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: PHA-03/23-COGTA**
- SALARY** : R766 584 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, and 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 (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. A valid driver's license and willingness to travel. 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: Internet technologies and related knowledge on licensing. Knowledge on storage area networks. Knowledge of networks (LAN and WAN) and VPN. Knowledge on system administration and Windows OS 2019. Knowledge on VMware for management of the virtual environment. Knowledge on Veeam for management of backups. Knowledge on Exchange server 2016/2019 including O365. Knowledge on PABX systems and telephone management systems. Technical standards/procedures.
- DUTIES** : The successful candidate will perform the following duties: Providing technical support to a strategic portfolio for the infrastructure platforms for the NDMC. Providing technical support of the Local Area Network. Providing technical support of the PABX including VoIP and monthly telephone usage reports. Providing technical support of the NDMC datacenter.
- ENQUIRIES** : Mr R Moolla Tel No: 012 848 4629
APPLICATIONS : Applications may be submitted electronically via email at: Recruit6@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
- POST 02/24** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: PHA-06/23-COGTA**
- SALARY** : R766 584 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Internal Auditing (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Internal Auditing environment. Proficient in MS Word and MS Excel. Additional Requirements (Advantage): Certified Internal Auditor/Certified Internal Audit Technical/ Professional internal Audit Technician. 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: Operational and performance audits. Risk management and auditing practices. The Public Finance Management Act and Treasury regulations. Knowledge of International Professional Practice Framework (IPPF). Corporate governance. Treasury audits. Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage the development and review of internal audit policies, charters, methodologies, and plans. Manage the implementation process of audit policies, charters, methodologies, and plans. Perform and manage the audits to ensure that professional standards maintained in the planning, execution, reporting and monitoring. Prepare draft audit report, manage quality of the draft report, and discuss value-adding recommendations with relevant management
- ENQUIRIES** : Mr S Sebola Tel No: 012 334 0727
APPLICATIONS : Applications may be submitted electronically via email at: Recruit11@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 02/25 : **DEPUTY DIRECTOR: EASTERN CAPE (LOCAL GOVERNMENT OPERATIONS AND SUPPORT) REF NO: PHA-07/23-COGTA**

SALARY : R766 584 per annum
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Social Science or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of Municipal infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES : Mr P Matomela Tel No: 012 334 5684
APPLICATIONS : Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 02/26 : **DEPUTY DIRECTOR: KWAZULU-NATAL (LOCAL GOVERNMENT OPERATIONS AND SUPPORT) REF NO: PHA-08/23-COGTA (X2 POSTS)**

SALARY : R766 584 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Social Science or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of Municipal infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES : Ms N Njokweni Tel No: 012 848 4714
APPLICATIONS : Applications may be submitted electronically via email at: Recruit3@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953