

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** : 17 February 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 01 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 compared to the Public Service, most recent pay slip 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) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of the security clearance process and the 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. Due to the large number of responses anticipated, 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 appointment.

OTHER POSTS

- POST 03/28** : **ASSISTANT DIRECTOR: AUDIT PLANNING AND REPORTING**
COORDINATION REF NO: 31850/01
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, and a three-year National diploma or Bachelor's degree in Accounting/Auditing/Financial Management or equivalent (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in the Internal Control field. Proficient in MS Excel, MS Word. BAS, PERSAL, LOGIS. Additional Requirements (Advantage): MS PowerPoint, 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); and Basic Accounting System (BAS). General ledger reconciliation and analysis. Debtor control and creditor payments.
- DUTIES** : The successful candidate will perform the following duties: Reviewing financial records and preparing reports about the audit findings. Reviewing operational procedures to ensure compliance with Departmental standards requirements. Reviewing policies and procedures to ensure compliance with regulations. Preparing reports summarizing audit findings and recommendations for corrective action.
- ENQUIRIES** : Ms P Zuma Tel No: 012 334 0830
- APPLICATIONS** : Applications must be submitted electronically via email to cogta122@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 03/29 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 31850/02**

SALARY : R393 711 per annum (Level 09)
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 Excel, MS Word. Additional Requirements (Advantage): TeamMate Audit Management System. 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: Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Operational, financial and performance audits. Risk management and auditing practices. The Public Finance Management Act and Treasury regulations. Treasury audits. Effective use of TeamMate audit management software.

DUTIES : The successful candidate will perform the following duties: Identify, analyse risks, and provide inputs to the development of a draft three-year rolling strategic Internal Audit plan and annual internal audit plan for the unit. Plan, review and develop system description and audit programs. Execute and review audit assignments as per approved audit plan. Review findings and compile draft audit report.

ENQUIRIES : Ms T Mmitsi Tel No: 012 395 4645
APPLICATIONS : Applications must be submitted electronically via email to cogta123@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 03/30 : **ASSISTANT DIRECTOR: EASTERN CAPE (LOCAL GOVERNMENT OPERATIONS AND SUPPORT MANAGEMENT) REF NO: 31850/03**

SALARY : R393 711 per annum (Level 09)
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 an organizing. Project/programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Support the development, review and implementation of the District One plan (Function 1,2,3,4 and 12). Support the development, implementation and monitoring of Municipal Infrastructure projects. Monitor and support the implementation of Section 154 an intervention to improve performance of dysfunctional and identified municipalities. Manage the implementation of Community Work Programme. Management functions.

ENQUIRIES : Mr S Douglas Tel No: 012 336 5634
APPLICATIONS : Applications must be submitted electronically via email to cogta124@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 03/31 : **SENIOR ADMIN OFFICER: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: 31850/04**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Development Studies or equivalent (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' appropriate experience in a relevant field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution Technical Competencies: In

depth knowledge and understanding of: Office management systems. Local Government legislation. Interpreting and analysis.

DUTIES : The successful candidate will perform the following duties: Provide administrative support in monitoring the functionality of Municipal Public Account Committees (MPACs). Provide administrative support to strengthen council oversight role in provinces and municipalities. Provide administrative support in monitoring compliance with the Code of Conduct for Councilors. Provide overall secretariat support to the Demarcation and Structures Implementation Directorate.

ENQUIRIES : Mr N Mathye Tel No: 012 395 4699

APPLICATIONS : Applications must be submitted electronically via email to cogta125@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 03/32 : **SENIOR PROJECT COORDINATOR: FREESTATE REF NO: 31850/05**

SALARY : R331 188 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma or equivalent (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' working experience. Proficient in MS Excel and MS Word. A valid driver's license and willingness to travel. Additional Requirements (Advantage): Qualification in Project Management. Proven experience in project management. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and Execution. Coordinate and support CWP site visits to monitor the performance of Implementing Agents and Partners. Support the implementation of key strategic projects and provincial and local level.

DUTIES : The successful candidate will perform the following duties: Coordinate the development and finalisation of CWP Site Business Plans and Site Training Plans. Validate invoices from CWP Implementing Agents and Partners to ensure compliance with CWP Implementation Policy. Coordinate and support CWP site visits to monitor the performance of Implementing Agents and Partners. Support the implementation of key strategic projects and provincial and local level.

ENQUIRIES : Ms N Njokweni Tel No: 012 848 4712

APPLICATIONS : Applications must be submitted electronically via email to cogta126@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.