

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 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 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 POST

- POST 04/32** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT, INSTITUTIONAL STRUCTURES AND COMPLIANCE MANAGEMENT REF NO: PHA-09/23-COGTA**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria
: A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Disaster Management/Development Studies/Environmental/Social Sciences 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 Word and MS Excel. A valid driver's license and willingness to travel. Additional Requirements (Advantage): NQF level 8 or higher in a related field. 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 management function in South Africa and internationally. The concept of disaster risk reduction. Admin procedures relating to specific working environment including norms and standards. Research. Disaster management planning. Policy development and analysis. Monitoring and evaluation techniques and skills.
- DUTIES** : The successful candidate will perform the following duties: Manage the development, amendment and implementation of national disaster management policy and legislation. Assess and report on compliance to the Disaster Management legislation. Manage the functioning of the legislated disaster management structures (i.e., Intergovernmental Committee on Disaster Management, National Disaster Management Advisory Forum, Heads of Centres Forum, etc.). Manage the process of developing the annual report of the NDMC as indicated in Section 24 of the Disaster Management Act, 2002.

ENQUIRIES
APPLICATIONS

: Ms M Machel Tel No: 012 848 4619
: Applications may be submitted electronically via email at:
Recruit9@phakipersonnel.co.za For application enquiries contact Akhona
Mjajubana