

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well coordinated 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.*

- APPLICATIONS** : Applications may be submitted electronically via email at: Executives@phakipersonnel.co.za
- CLOSING DATE** : 24 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 current remuneration package, 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. Persons with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

- POST 05/33** : **CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT REF NO: 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 Monitoring and Evaluation, Public Administration, Strategic Management or equivalent management related qualification in the area of strategic and executive support. A minimum of 5 years' relevant experience at senior management level in a strategy planning and management, monitoring and evaluation environment. Proficient in Microsoft Suite as well as Microsoft Office 365 applications. The Nyukela Senior Management Pre-Entry Programme to be completed before appointment to the post. A valid driver's license. Additional Requirements (Advantage): A related postgraduate qualification (NQF level 8 as recognised by SAQA). 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: Strategic planning research, development and reviewing skills. Corporate Governance and Performance Planning. Knowledge of Public Service Strategy Development, Monitoring and Evaluation Policies and Guidelines. Knowledge of Local Government Legislation as well as Public Service Act, Public Service Regulation, as well as Public Finance legislation. Awareness of Intergovernmental relation structures. Awareness of Cabinet and Parliament Procedures and Protocol. Understanding and interpretation of government policies, COGTA mandate/programme. Knowledge of Government framework on public service transformation and service delivery improvement. Excellent Stakeholder Relations.

**DUTIES**

: The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Oversee and manage all strategic and operational planning and reporting and related functions. Analyze all written communication, correspondence and documents addressed to the Director-General, prepare written critique, and comment for the Director-General. Provide leadership and guidance on corporate secretariat services to internal governance structures and intergovernmental relations forums. Coordination and processing of e-submissions. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinetwork as well as international and donor relations.

**ENQUIRIES**

: Mr J Tidimane Tel No: 012 334 0734  
For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953