

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 March 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, 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) 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 in support of the application is 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 make an appointment.

OTHER POSTS

- POST 06/44** : **ASSISTANT DIRECTOR: MUNICIPAL HR SYSTEMS REF NO: 31852/01**
- SALARY** : R397 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 Human Resource Management/Public Administration or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. 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 analysis and formulation. Knowledge of local government legislative and policy environment. Local public administration and Human Resources. Interpretation and application of legislation. Labour law.
- DUTIES** : The successful candidate will perform the following duties: Support the implementation of the Municipal System Act, 2000 and other relevant legislation applicable to local public administration. Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration. Provide support on the development and review local government human resource systems and procedures. Coordinate consultation of policy and legislation with national sector departments, organized local government, provinces, trade unions and professional bodies. Monitor, support and report on compliance by municipalities with the norms and standards as determined by the Minister.
- ENQUIRIES** : Mr Jackey Maepa Tel No: 012 334 4915
- APPLICATIONS** : Applications must be submitted electronically via email to cogta127@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

- POST 06/45** : **ASSISTANT DIRECTOR: MUNICIPAL CAPACITY REF NO: 31852/02**
- SALARY** : R397 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 Human Resource Management/Public Administration 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. 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 and understanding of: Capacity building and training in local government. Information and knowledge management. Legislative and policy framework for local government. Human Resource policies and systems.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the implementation of capacity programmes in municipalities. Analyse annual capacity building plans and develop capacity-building interventions. Monitor the effectiveness of capacity building and support programmes in order to strengthen capacity in municipalities. Facilitate the strengthening of strategic private partnership and collaboration in the development of focused capacity building programmes.
- ENQUIRIES** : Ms C Makhaza Tel No: 012 334 4963
APPLICATIONS : Applications must be submitted electronically via email to cogta128@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.
- POST 06/46** : **ASSISTANT DIRECTOR: PAYMENT AND REVENUE MANAGEMENT REF NO: 31852/03**
- SALARY** : R397 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 Accounting/Financial Management or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in finance field. Proficient in MS Excel, MS Word. Additional Requirements (Advantage): Ms Project or 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: Knowledge and understanding of: the Public Finance Management Act (PFMA). Treasury Regulations. General Accepted Accounting Practices (GAAP). General Recognised Accounting Practice (GRAP). Basic Accounting System (BAS) and PERSAL system. General ledger reconciliation and analysis. Debtor control and creditor payments.
- DUTIES** : The successful candidate will perform the following duties: Monitor and verify revenue management system. Maintain an effective and efficient expenditure and payments system. Administration of the Division of Revenue Act (DoRA) grants and transfers to entities. Facilitate monthly reporting. Assist to develop, monitor and implement financial policies and procedures.
- ENQUIRIES** : Mr V Mthembu Tel No: 012 334 0594
APPLICATIONS : Applications must be submitted electronically via email to cogta129@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.
- POST 06/47** : **SENIOR SCM OFFICER: CWP FINANCIAL REF NO: 31852/04**
- 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 Supply Chain Management/Logistics/Financial Accounting or equivalent (NQF level 7 or 6 as recognised by SAQA) with 2 – 3 years' experience in Asset Management/Supply Chain Management/Financial Accounting. Proficient in MS Excel and MS Word. Added Requirements (Advantage): Advanced MS Excel Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and Execution.

DUTIES

: The successful candidate will perform the following duties: Implement effective and efficient Supply Chain Management Systems. Ensure sound assets, inventory and consumables management. Ensure physical verification of assets and stock count/stock taking of inventory and consumables items. Ensure sound management of losses, write offs, redundant and disposal of assets, inventory and consumables. Support the implementing agents with asset management. Provide Asset Management training to CWP site officials in all provinces. Develop and maintain procedure manual for asset management. Provide inputs to Asset Management policy. Perform Monthly Asset reconciliation and submission of Asset Note quarterly and annually. Staff and performance management within Asset Management unit. Perform any other duties assigned by supervisor and management within.

ENQUIRIES

: Mr M Skenjana Tel No: 012 334 0694

APPLICATIONS

: Applications must be submitted electronically via email to cogta130@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.