

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

<b><u>CLOSING DATE</u></b>	:	26 May 2023
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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 make an appointment. Persons with disabilities are encouraged to apply.

**OTHER POSTS**

<b><u>POST 16/12</u></b>	:	<b><u>DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: 31893/01</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum (Level 11), (an all-inclusive remuneration package) Pretoria A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Political Science, Development Studies, Public Administration/ Public Management, or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in the relevant field. Additional requirements (Advantage) Information Management System (PRIMNET), proficient in MS Excel and MS Word. 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: Legislation Governing Planning and Performance Management, Data Collection, Analysis, and report writing, Research methodology, Strategic planning processes.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop discussion documents for strategy development. Manage and consolidate reports for the execution of the strategy. Monitor and update the information management system (PRIMNET) on strategic planning and reporting. Conduct periodic gap analysis on the implementation of annual performance plan. Develop service delivery model, service improvement plan and service delivery charter. Develop, implement, and sustain a monitoring, reporting, and evaluation system for provincial COGTA's. Facilitate organizational performance reporting to the relevant structures. Provide technical support for strategic planning processes.
<b><u>ENQUIRIES</u></b>	:	Ms M Mabidilala Tel No: 012 395 0623

**APPLICATIONS** : Applications must be submitted electronically via email to cogta133@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

**POST 16/13** : **ASSISTANT DIRECTOR: MUNICIPAL FUNCTIONS, POWERS, AND INTERVENTIONS SUPPORT REF NO: 31893/02**  
Kindly note that this is a re-advertisement and candidates who had previously applied need to re-apply)

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Pretoria  
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration, Law, or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. 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: Extensive knowledge on devolution of powers and functions to local government by national and provincial government; division of powers and functions between district and local municipalities; national/provincial interventions in local government.

**DUTIES** : The successful candidate will perform the following duties: Conduct assessments of the devolution of powers and functions to local government by national and provincial government and the division of powers and functions between local and district municipalities. Collect information and data and produce research reports on the devolution, division and management of powers and functions. Compile draft reports on the effectiveness and efficiency of policies on the management of powers and functions. Consolidate inputs for policy and legislative development and/or amendment. Conduct research and analysis on national intervention in provincial administration, and provincial intervention in local government, and draft frameworks. Respond to queries from stakeholders.

**ENQUIRIES APPLICATIONS** : Mr T. Khasi Tel No: 012 336 0558  
: Applications must be submitted electronically via email to cogta134@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

**POST 16/14** : **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION REF NO: 31893/03**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Pretoria  
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Social Sciences/ Public Administration or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Additional requirements: Driver's license. Extensive travelling. 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 Management Information Systems, System maintenance and administration. Data Management and Modelling, and statistical analysis.

**DUTIES** : The successful candidate will perform the following duties: Institutionalize of the MIG-MIS with system users (National, Provinces, MIG receiving municipalities). Strengthen the utilization of the MIG-MIS. Identify enhancements to improve functionality and utilization of the MIG-MIS. Maintenance all MIG-MIS related contacts. Training and hands-on support to MIG-MIS users. Render MIG data to internal and external stakeholders and to develop MIG performance reports.

**ENQUIRIES APPLICATIONS** : Mr K. Pilusa Tel No: 012 395 4704  
: Applications must be submitted electronically via email to cogta135@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

**POST 16/15** : **ASSISTANT DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: PHA31/04-COGTA**

**SALARY** : R424 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Development Studies or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Additional requirements: Driver's license. Extensive travelling. 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: Municipal Structures Act. Municipal Systems Act. Municipal Finance Management Act. Constitution, Monitoring and support techniques, Interpretation, and analysis techniques.

**DUTIES** : The successful candidate will perform the following duties: Assist in the development of policy interventions to improve the Local Government: Municipal Structures Act, 1998. Monitor the implementation of the Code of Conduct of Councilors. Monitor the appointments and elections of municipal Public Office Beares and committees establish in accordance with section 43 (Executive Committee (EXCO)); section 60 (Mayoral Committee (MAYCO)); SECTION 79 (Other Committees of Council); and section 80 (Committees to assist EXCO / MAYCO) of the Municipal Structures Act, 1998. Implement the administration of the Once off Gratuity Grant for Non-Returning Councilors. Manage the compilation of memoranda, responses to enquiries, referrals, and Parliamentary Questions pertinent to the implementation of provisions of the Local Government: Municipal Structures Act.

**ENQUIRIES** : Ms N Aba Tel No: 012 334 0948  
**APPLICATIONS** : Applications may be submitted electronically via email at: recruit8@phakipersonnel.co.za  
For application enquiries contact Koena Tibane: Tel No: 011 941 1953

**POST 16/16** : **LEGAL ADMININSTRATIVE OFFICER (MR-3) REF NO: PHA32/04-COGTA**

**SALARY** : R302 247 - R333 666 per annum, Salary will be in accordance with the OSD determination for legally Qualified Personnel.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a LLB degree or 4-Year recognized legal qualification (NQF 8 as recognized by SAQA) at least 2 year's post qualification legal experience. Certificate in compliance management will be an added advantage. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution. Technical competencies: Contract drafting and review. Risk assessment process.

**DUTIES** : The successful candidate will perform the following duties: Provide legal advice pertaining to compilation of contracts, terms of reference including Service Level Agreement and Memorandum of Understanding. Provide legal advice and support in relation to contractual disputes and litigation. Ensure compliance with contracting policy and procedures. Maintain an up-to-date administrative compliance universe register.

**ENQUIRIES** : Ms M Mokone Tel No: 012 336 5813  
**APPLICATIONS** : Applications may be submitted electronically via email at recruit5@phakipersonnel.co.za  
For application enquiries contact Lehlohonolo Radebe Tel No: 011 941 1953

**POST 16/17** : **PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: PHA33/04-COGTA**

**SALARY** : R241 485 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resource Management or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 1 year experience in Human Resource environment. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution.

- Technical competencies: In-depth knowledge in Recruitment and Selection norms and standards. Public Service Management Framework. Human Resource Matters.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the recruitment and selection processes. Perform administrative functions. Process documentation and record keeping. Verification of applications.
- ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: 012 334 0734  
: Applications may be submitted electronically via email at: [Recruit4@phakipersonnel.co.za](mailto:Recruit4@phakipersonnel.co.za)  
: For application enquiries contact Kgomotso Molope Tel No: 011 941 1953
- POST 16/18** : **ICT TECHNICIAN REF NO: H&SCOGTA018**
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum  
: Pretoria  
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology / Systems or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 2 year experience in offering IT technical support services. Additional Requirement: Proficient in MS Excel and MS Word, MS Project and MS PowerPoint. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution. Technical competencies: Knowledge of Microsoft environment (e.g. Microsoft Certified Solutions Associate (MCSA)/ Microsoft Certified System Engineer (MCSE)/ A+/N+. Knowledge of transversal systems (BAS, LOGIS and PERSAL). Information Technology Infrastructure Library (ITIL) foundation.
- DUTIES** : The successful candidate will perform the following duties: Provide IT 1ST AND 2ND line support to all end users. Resolve incidents in accordance with the agreed processes daily, must ensure the processes defined for the environment are complied with. Escalation incidents through automated escalation tool based on service levels and manual escalation based on incident monitoring and tracking activities. Ensure proactive detection of incidents through available tools i.e monitoring, events, and alerts. Participate in identifying gaps and risks in the current processes and technical environment to ensure continuous improvement of the ICT services.
- ENQUIRIES APPLICATIONS** : Ms K Mpudi Tel No: 012 334 0829  
: Applications may be submitted electronically via email at: [cogta018@hslabour1.co.za](mailto:cogta018@hslabour1.co.za)  
: For application enquiries contact Elginita Moodley Tel No: 011 468 4192