

## 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.*

- APPLICATIONS** : Applications must be submitted electronically via email to [Recruit10@phakipersonnel.co.za](mailto:Recruit10@phakipersonnel.co.za) For application enquiries contact Koena Tibane Tel No: 011 941 1953
- CLOSING DATE** : 02 June 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. Candidates who are shortlisted could expect to undergo management competency assessments. They will also 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 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 17/18** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: PHA34/05-COGTA)**
- SALARY** : R1 590 747 per annum, (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.
- CENTRE** : Pretoria

- REQUIREMENTS** : An undergraduate qualification with preference in either Public Administration or Business Management and a post graduate qualification (NQF level 8) as recognised by SAQA plus 8 to 10 years extensive experience at a senior management level. Certificate for entry into the Senior Management Service. Valid Driver's License and travelling. Additional Requirements (Advantage) MS PowerPoint, MS Project. Technical Competencies: Comprehensive knowledge and understanding of Government systems and structures. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
- DUTIES** : As the Deputy Director-General, the successful candidate will perform the following duties: Provide strategic leadership and guidance on Human Resource, Facilities and Security Management in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Oversee the overall functioning of the Branch, identify problems and provide solutions that seek to ensure effective and efficient use of the departmental resources.
- ENQUIRIES** : Mr J Tidimane Tel No: 012 334 0734