

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of these posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE

: 10 July 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 must register for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON**POST 21/04**: **DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT
REF NO: 31955/01****SALARY**

: R1 162 200 per annum (Level 13), 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
REQUIREMENTS**: Pretoria
: A Grade 12 certificate and an undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Corporate Secretariat environment. Technical competencies: Local Government policies and

legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and Parliament procedures and protocol. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively.

DUTIES : The incumbent will be expected to perform the following duties: Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Direct, coordinate and provide secretariat services for monthly MINEXCO meetings (12). Direct, coordinate and providing secretariat for key corporate governance meetings including EXCO, MINEXCO, MANCO and other meetings. Develop, maintain, and communicate an accurate COGTA Strategic Diary reflecting on compliance reports due. Oversee the management for the recordings of all action items, resolutions, follow-up, and report on the implementation of all resolutions. Oversee the coordination and provide support to portfolio committee meetings. Oversee development and implementation of the Director-General 's decision dashboard.

ENQUIRIES : Ms M Leta Tel No: (012) 334 0556
APPLICATIONS : must be submitted electronically via email to cogta136@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900.

POST 21/05 : **DIRECTOR: STRATEGIC SUPPORT REF NO: 31955/02**

SALARY : R1 162 200 per annum (Level 13), 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 : A Grade 12 certificate an undergraduate qualification in Public Administration or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience in Strategic Planning/ Corporate Governance at middle management level. Technical competencies: Corporate planning. South African Excellency model and its applications within the Public Sector. Strategic Planning and Research Methodology. Monitoring, reporting and evaluation. Government Programme of Action. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS Word, MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

DUTIES : The incumbent will be expected to perform the following duties: Provide advice to the Department on the alignment of strategic, organizational, and operational plans to the mandate of the Department. Oversee the facilitation of strategic, organizational wide and operational planning and reporting processes of the Department. Oversee and facilitate the alignment between plans, budgets, and staff performance agreements. Develop and implement planning and monitoring policies and procedures. Oversee the development and implementation of 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.

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