

## 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** : 21 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. 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. Persons with disabilities are encouraged to apply.

## OTHER POSTS

**POST 23/11** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING AND COSTING REF NO: 31989/01**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 : Pretoria  
 : A Grade 12 Certificate, a three-year National diploma or a Bachelor's degree in Accounting/ Financial Management 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: Ms Project or PowerPoint, PERSAL and BAS. 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 public sector financial budgeting arrangements and processes. Principles of public finance, cost accounting, fiscal policy, and public administration. Public sector accounting practices and procedures. Financial analysis to support service delivery requirement. Transversal systems of Government (BAS, LOGIS and PERSAL)

**DUTIES** : The successful candidate will perform the following duties: Develop, review, and identify costing of projects in line with available funding year per cost centre. Plan, design, develop, implement, and maintain the Department cost and project control systems. Coordinate and implement the Departmental budget. Monitor financial management, financial reporting, and cash flow.

**ENQUIRIES APPLICATIONS** : Mr C Moloto Tel No: (012) 334 0937  
 : Applications must be submitted electronically via email to [cogta138@ursonline.co.za](mailto:cogta138@ursonline.co.za). URS Response Handling Tel No: (012) 811 1900.

**POST 23/12** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 31989/02**

**SALARY CENTRE** : R424 104 per annum (Level 09)  
 : Pretoria

- REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Logistics/ Purchasing/ Public Administration/ Financial Management and Supply Chain Management or equivalent qualifications (NQF 6/7 as recognised by SAQA) with 3-5 years' experience in supply chain management/ procurement of which 3 years must be at supervisory level. Generic Competencies: Planning and organizing, Problem solving & decision making, People management & empowerment, Team leadership. Communication (verbal & written) Technical Competencies: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Coordinate, review and execute the bidding process. Coordinate, review and update the list of prospective providers for quotations. Coordinate, review, and source quotations from service providers in database according to the threshold values determined by the National Treasury. Accurate recording of bids received and render secretariat services to the Bid Committees.
- ENQUIRIES** : Mr M Sekgothe Tel No: (012) 334 0586
- APPLICATIONS** : Applications must be submitted electronically via email to cogta139@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.
- POST 23/13** : **ASSISTANT DIRECTOR: RESEARCH AND EVALUATION COORDINATION**  
**REF NO: 31989/03**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Political Science/ Development Studies or equivalent qualifications (NQF 6/7 as recognised by SAQA) with 3-5 years' experience in related field. An Honours Degree would be an added advantage. Proficient in MS Excel and MS Word. Additional requirement: Driver's license. Travelling. Generic Competencies: Planning and organizing, Problem solving & decision making, People management & empowerment, Team leadership. Communication (verbal & written) Technical Competencies: In depth knowledge of Research methodology. Policy Analysis. Methods to analyse issues and trends pertaining to the mandate of Cooperative Governance. Experience of research relating to local government. Knowledge and experience of evaluation methods will be an advantage.
- DUTIES** : The successful candidate will perform the following duties: Conduct policy analysis and policy development projects. Conduct policy research using a variety of analytical methods and analysis techniques. Develop and refine memoranda, issue papers, policy papers or draft legislation. Write reports, presentations and/or short study-briefs for non-research audiences. Conduct research as identified on the Departmental Annual Performance Plan.
- ENQUIRIES** : Mr J Beukman Tel No: (012) 395 4640
- APPLICATIONS** : Applications must be submitted electronically via email to cogta140@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.
- POST 23/14** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET MANAGEMENT**  
**REF NO: H&SCOGTA019**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Logistics/ Purchasing and Supply Chain Management or equivalent qualifications (NQF 6/7 as recognised by SAQA) with 1-2 years' experience in asset management. Additional requirement: Driver's license. Extensive travelling. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. Technical Competencies: In depth knowledge of the PFMA, Treasury Regulations & Asset Management Framework. Asset Management. Supply Chain Management. System such as LOGIS and BAS.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the process of bar-coding all newly procured assets. Facilitate and quality check the capturing of asset in the asset register. Conduct physical asset verification. Updating and tracking movements and disposed assets.
- ENQUIRIES** : Mr S Makobe, Tel No: (012) 334 4939

- APPLICATIONS** : Applications may be submitted electronically via email at:  
cogta019@hslabour1.co.za  
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
- POST 23/15** : **ICT PROCUREMENT AND ASSETS OFFICER REF NO: H&SCOGTA020**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Information Technology/ Systems or equivalent qualifications (NQF 6/7 as recognised by SAQA) with 2 years' experience in Information Technology, ICT Asset management and Supply Chain Management processes and procedures. Proficient in MS Excel and MS Word. Ms Project and MS PowerPoint. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. Technical Competencies: Knowledge of ICT hardware/software. Understanding of SITA contracts. LOGIS and database management. Supply Chain Management guidelines/processes and procedures.
- DUTIES** : The successful candidate will perform the following duties: Coordinate all ICT Infrastructure and service management related procurement and delivery thereof. Develop, monitor, maintain and update the ICT hardware and software lifecycle process. Compile and monthly management report on ICT assets procured and the allocation thereof. Facilitate the payment of ICT Infrastructure and Service Management invoices.
- ENQUIRIES** : Ms K Mpudi Tel No: (012) 334 0829  
**APPLICATIONS** : Applications may be submitted electronically via email at:  
cogta020@hslabour1.co.za  
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192