

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.

<u>CLOSING DATE</u>	:	28 July 2023
<u>NOTE</u>	:	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/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 below posts are senior management posts. 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

<u>POST 24/24</u>	:	<u>CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT REF NO: 31991/01</u> Re-advertisement, applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : 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. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). 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. 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 monthly EXCO meetings (12). 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.
- ENQUIRIES** : Mr J. Tidimane Tel No: (012) 334 0734
- APPLICATIONS** : Applications must be submitted electronically via email to cogta141@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.
- POST 24/25** : **CHIEF AUDIT EXECUTIVE REF NO: 31991/02**
Re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 371 558 per annum (Level 14), (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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, and a three year NQF level 7 qualification as recognised by SAQA, preferably in Internal Auditing or related to the technical requirements of the post with 5 – 10 years' relevant experience at senior management level in an Auditing environment. Proficient in MS Excel and MS Word. Senior Management Pre-Entry Programme to be completed before appointment to the post. Additional Requirements (Advantage): A postgraduate qualification in Internal Auditing or equivalent (NQF 8 as recognised by SAQA). Certified Internal Auditor/Certified Internal Audit Technical/Professional internal Audit Technician. MS Project and MS PowerPoint. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Risk and compliance audits. Risk assessment knowledge. Operational audits and Information Technology audits. Risk Management and auditing practices. The Public Finance Management Act. Corporate Governance. Risk management and auditing practices.
- DUTIES** : The successful candidate will perform the following duties: Provide Strategic Leadership and guidance on the Three-year Rolling Plan and the Annual Internal Audit Plan and Combined Assurance Plan. Provide Strategic Leadership and guidance on the annual review of the Internal Audit and Audit Committee Charters. Ensure the implementation of the Annual Internal Audit Plan and Combined Assurance Plan. Ensure that audit findings are appropriately reported and that the required actions are undertaken. Ensure that the Accounting Officer and management establish and maintain effective, efficient and transparent systems of risk management and internal controls. Monitor the effectiveness of the controls around the computer systems of the Department. Manage and monitor the forensic investigation of the Department.
- ENQUIRIES** : Mr J. Tidimane Tel No: (012) 334 0734

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