

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
NOTE

- : 04 August 2023
- : 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 07 July 2023, ICT Procurement and Assets Officer with Ref No: H&SCoGTA020; the post has been withdrawn and Kindly note that the following post was advertised in Public Service Vacancy Circular 24 dated 14 July 2023, Chief Director: Strategic and Executive Support with Ref No: 31991/01; the post has been withdrawn.

MANAGEMENT ECHELON

- POST 25/10** : **CHIEF DIRECTOR: KWAZULU-NATAL (LOCAL GOVERNMENT OPERATIONS & SUPPORT) REF NO: 31999/01**
- 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 REQUIREMENTS** : Pretoria
 : A Grade 12 certificate and an undergraduate qualification in Public Administration / Local Government/ Development Management or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at senior management level in or related field. 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: Extensive knowledge in: Project monitoring and evaluation, understanding of Government Legislation and Policies, understanding of national and local legislation impacting on provincial governance. Additional requirements: Senior Management Pre-Entry Programme. Proficient in MS Word, Excel, PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel regularly.
- DUTIES** : The incumbent will be expected to perform the following duties: Oversee and support the development and regular review of detailed municipal, district, and metro profiles. Oversee the establishment and support districts hubs and intergovernmental coordinating structures. Provide strategic support on the facilitation, coordination and monitor the development and implementation of One Plans. Provide support on the development, implementation and monitoring of municipal infrastructure projects. Provide guidance and manage the development and implementation of CWP site plans that utilizes labour intensive methods to stimulate local economies.
- ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: (012) 334 0734
 : Applications must be submitted electronically via email to cogta142@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900

OTHER POSTS

- POST 25/11** : **HR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: PHA-HR/23**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Pretoria
 : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Human Resource Management or equivalent qualification (NQF 6/7 as recognised by SAQA) with 2-3 years' experience in Human Resource environment. Proficient in MS Excel and MS Word. PERSAL. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. Technical Competencies: Interpretation of policies. Recruitment and selection norms and standards. Public Service Management Framework. Human Resource matters.
- DUTIES** : The successful candidate will perform the following duties: Coordinate recruitment and selection in the Department. Coordinate the payment of service providers responsible for advertising of vacant posts and response handling. Administration of documentation, filing and record keeping. Verification of applications from the service provider.
- ENQUIRIES APPLICATIONS** : Mr J Tidimane Tel No: (012) 334 0734
 : Applications may be submitted electronically via email at: Recruit3@phakipersonnel.co.za
 For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
- POST 25/12** : **SENIOR PROJECT COORDINATOR: NORTHERN CAPE REF NO: PHA-SPC/24**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Pretoria
 : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree or equivalent (NQF 6/7 as recognised by SAQA) with 2-3 years' working experience. Proficient in MS Excel and MS Word. Driver's license and willingness to travel. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. Technical Competencies: People management and empowerment.

- Problem solving and decision making. Project monitoring and evaluation. Coordination.
- DUTIES** : The successful candidate will perform the following duties: Establish administrative support systems and inventory of projects/programme resources. Generate and follow-up on internal and external requisitions on project management. Organise and coordinate workflows and reports processes of technical experts. Keeping records of documents for the technical experts. Coordinate events and meeting with stakeholders and clients.
- ENQUIRIES** : Ms L Huma Tel No: (012) 334 5845
- APPLICATIONS** : Applications may be submitted electronically via email at: Recruit11@phakipersonnel.co.za
For application enquiries contact Koena Tibane Tel No: (011) 941 1953
- POST 25/13** : **SENIOR ICT TECHNICIAN**
- 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 qualification (NQF 6/7 as recognised by SAQA) with 3 years' experience in offering ICT technical support services. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. 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. Understanding of Internet Protocol (IP) Telephony and Mobile Devices. Technical troubleshooting skills on Local Area Network (LAN)/Wide Area Network (WAN) equipment and software.
- DUTIES** : The successful candidate will perform the following duties: Provide ICT second and third line support to all end users. Update, resolve and escalate incidents in accordance with the agreed processes daily, must ensure the processes defined for the environment are complied with. 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. Transversal Systems installation and support (BAS, LOGIS and PERSAL).
- ENQUIRIES** : Ms K Mpudi Tel No: (012) 334 0829
- APPLICATIONS** : Applications may be submitted electronically via email at: cogta021@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
- POST 25/14** : **PERSONNEL OFFICER: PMDS**
- SALARY** : R241 485 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or Bachelor's degree in Human Resource Management/ Development or equivalent qualification (NQF 6/7 as recognised by SAQA) with 1 year in performance management and development. Proficient in MS Excel and MS Word. Additional requirement: Persal. MS PowerPoint. Generic Competencies: Quality of work, Reliability, Initiative, Interpersonal relations, Planning and execution, Communication. Teamwork. Technical Competencies: In-depth knowledge of: Policy interpretation/ implementation. PMDS legislations. Knowledge of PERSAL introduction.
- DUTIES** : The successful candidate will perform the following duties: Administer and support the submission of Performance Agreements. Administer and support the submission of Performance Assessments. Administer and support the implementation of Performance Assessment Outcomes.
- ENQUIRIES** : Mr S Mashego Tel No: (012) 334 0907
- APPLICATIONS** : Applications may be submitted electronically via email at: cogta022@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192