

## 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** : 09 October 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 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.

## OTHER POSTS

**POST 34/21** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT, INSTITUTIONAL STRUCTURES, AND COMPLIANCE MANAGEMENT REF NO:32045/01**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Pretoria  
: A Grade 12 Certificate and a three-year National Diploma or a three-year Bachelor's Degree (NQF level 6/7 qualification as recognised by SAQA) or equivalent qualification and 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and travelling. 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: Admin procedures relating to specific working environment including norms and standards. Research. Emergency planning. Client orientation and customer focus. Policy analysis and development. Project management. Monitoring and evaluation techniques and skills.

**DUTIES** : The incumbent will be expected to perform the following duties: Provide the secretariat function of the legislated disaster management structures (i.e., ICDM, NDMAF and HoCeF). Coordinate the development, amendment, and implementation of national disaster management policy. Support the assessment of the Legislative Compliance Management to the Disaster Management and Framework (as indicated in Section 15(b) of the DMA). Coordinate the process of developing the annual disaster management report as indicated in Section 24 of the Disaster Management Act, 2002.

**ENQUIRIES APPLICATIONS** : Ms Nokuzola Mnika Tel No: (012) 848 4873  
: Applications must be submitted electronically via email to [cogta147@ursonline.co.za](mailto:cogta147@ursonline.co.za). URS Response Handling Tel No: (012) 811 1900.

**POST 34/22** : **WAGE ADMINISTRATOR REF NO: 32045/02**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Pretoria  
: A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel, MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.

**DUTIES**

: The incumbent will be expected to perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with the Implementing Agents (IAs) on outstanding and/or incorrect personal and payment information. Follow-up on progress with payments, payment rejections and resubmit. Ensure bank account changes are affected timeously and administer CWP wage payment enquiries and queries for respective province. Monitor deceased and PERSAL participants and ensure deactivation. Report any identified or suspected fraudulent activities. Perform any other functions within the CWP Finance Unit.

**ENQUIRIES  
APPLICATIONS**

: Ms Zimbini Mahonono Tel No: (012) 334 0694  
: Applications must be submitted electronically via email to cogta148@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.