

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 November 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 39/13** : **DEPUTY DIRECTOR: DISASTER RISK REDUCTION PLANNING AND STRATEGIES REF NO: PHA-27/26**

- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate and a three-year National diploma or a Bachelor's degree in Disaster Management/ Development Studies/ Environmental/ Social Science or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficiency in MS PowerPoint, MS Project. Driver's license and willingness to travel extensively. 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) with research and writing composition as an added advantage. Technical Competencies: In-depth knowledge of: Policy and legislation relevant to the disaster risk management function in South African and internationally. The concept of disaster risk reduction and climate change adaptation. Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into developmental Initiatives. Intergovernmental Relations. Knowledge, understanding, interpretation, packaging and application of spatial data.

- DUTIES** : The incumbent will be expected to perform the following duties: Manage the facilitation and coordination of the development and implementation of disaster management plans at all levels of government including implementation of International Frameworks for Disaster Risk Reduction (DRR). Manage the facilitation and coordination of the development and implementation of disaster risk reduction (DDR) policies programmes and project at levels of government. Manage the facilitation of the integration and implementation of disaster risk reduction programs and initiatives into sector development planning (DRR mainstreaming within all organs of state across the three spheres of government. Manage the support to municipalities in integrating disaster management plans IDP's (DRR mainstreaming at municipal level). Manage the coordination of the process to integrate and implement national frameworks addressing climate change adaptation across sectors.

- ENQUIRIES** : Ms J Kolokoto Tel No: (012) 848 4616

- APPLICATIONS** : Applications must be submitted electronically via email to: recruit10@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953
- POST 39/14** : **ASSISTANT DIRECTOR: PREPAREDNESS AND RESPONSE COORDINATION REF NO: PHA-27/27**
- 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 Disaster Management/ Development Studies/ Environmental. Social Sciences or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficiency in MS Project. Project. Driver's license and willingness to travel extensively. 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: Policy and legislation relevant to the disaster risk management function in South African and Internationally. The concept of disaster risk management for preparedness, response and recovery coordination. Policy and legislation relevant to funding arrangements for disaster risk management across organs of state for preparedness, response, and recovery coordination. Core p Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into developmental Initiatives in particular the build-back-better principle. Project management methodologies. Provincial and Local Government environment. Intergovernmental Relations. Knowledge, understanding, interpretation, packaging, and application of spatial data.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the development of national disaster response and recovery strategies, plans, and implement Standard Operating Procedure for response and recovery management efforts/systems. Coordinate the development and implementation on guidelines and templates on disaster damage assessments, classification, and declaration processes and construction and rehabilitation projects that incorporate the "Build Back Better" principle. Coordinate the development of national seasonal contingency plans to ensure seasonal hazards preparedness, response and recovery. Coordinate activation of the National Disaster Operation Centre during disaster response and recovery interventions. Coordinate the development and implementation of disaster mechanism for funding disaster management guidelines and frameworks.
- ENQUIRIES APPLICATIONS** : Ms M Pitso Tel No: (012) 848 4606
: Applications must be submitted electronically via email to: recruit6@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
- POST 39/15** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: PHA-28/27**
- 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 Public Administration/Social Science or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related. Driver's license and willingness to travel extensively. 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: Advance Project Coordination skills. Advanced project/programme management development. Planning and organizing. Project/ Programme formulation. Project monitoring and evaluation.
- DUTIES** : The successful candidate will perform the following duties: Develop, review, and implement district one plan. Develop, implement, and monitor Municipal Infrastructure projects. Monitor and report on Municipal Government,

ENQUIRIES
APPLICATIONS

Institutional Capacity and Compliance with legislation and regulations roll out of Community Work Programme.

: Ms N Njokweni Tel No: (012) 848 4714

: Applications must be submitted electronically via email to: recruit4@phakipersonnel.co.za For application enquiries contact Khomotso Molope Tel No: (011) 941 1953