

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

<b><u>CLOSING DATE</u></b>	:	06 December 2024
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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. 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 post is a senior management post. 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, which can be accessed using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

<b><u>POST 43/01</u></b>	:	<b><u>CHIEF DIRECTOR: MUNICIPAL GOVERNANCE, (REF NO: CDMF/11/2024)</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Public Administration / Management at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at senior management level in the relevant field. Proficiency in MS Word, MS Excel and MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): A Certificate in Municipal Finance / Law. MS Project and MS Planner. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Municipal Structures Act, Municipal Systems Act, Municipal Demarcation Act, Intergovernmental Relations Framework Act, Municipal Electoral Act, Municipal Finance Management Act, Anti-corruption legislation and the justice system process. Constitution of the Republic of South Africa, 1996. Public Service and Local Government Transformation. Monitoring and evaluation techniques. Local government policies and systems.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Direct and support municipal governance legislative and policy development, and implementation. Provide strategic support

to ensure efficient delegation of powers and functions to provinces and municipalities, interventions support. Improve municipal financial governance and audit outcomes. Provide strategic guidance by ensuring legal consequences for corrupt activities in local government.

- ENQUIRIES APPLICATIONS** : Dr K Naidoo, Tel No: 064 752 5617  
: Applications must be submitted electronically via email to: [Executives@phakipersonnel.co.za](mailto:Executives@phakipersonnel.co.za)  
For application enquiries contact Rebecca Hatlane at: 011 941 1953.
- POST 43/02** : **CHIEF DIRECTOR: MUNICIPAL FUNDING AND REVENUE SUPPORT, (REF NO: CDMFRS/12/2024)**
- SALARY** : R1 436 022 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  
: An undergraduate qualification in Public Administration / Management / Economics / Development Studies or equivalent at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at senior management level in the relevant field. Proficiency in MS Word, MS Excel and MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): A Certificate in Municipal Finance. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Local government legislation, policies and systems. MPRA and provisions of related relevant legislation. MSA and related municipal finance legislation. Municipal and Public Finance. Policy development. The link between infrastructure development and economic development. Intergovernmental fiscal relations. Local economic development. Poverty eradication and job creation.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic direction in the development and implementation of revenue enhancement programmes for municipalities and administer the Local Government Equitable Shares (LGES). Support the management / administration of the Municipal Systems Improvement Grant (MSIG). Provide guidance on municipal tariffs levied by municipalities; cost of supply for the provision of water and electricity by municipalities; and municipal services partnerships. Direct, manage, monitor and advise municipalities on property rating aspects of the Municipal Property Rates Act as well as the oversight role of provinces. Direct, manage, monitor and advise municipalities on property valuations of the Municipal Property Rates Act as well as the oversight role of provinces.
- ENQUIRIES APPLICATION** : Dr K Naidoo, Tel No: 064 752 5617  
: Applications must be submitted electronically via email to: [Recruit8@phakipersonnel.co.za](mailto:Recruit8@phakipersonnel.co.za) For application enquiries contact Koena Tibane at: 011 941 1953.