

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 posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	29 September 2025
<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 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 to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. 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: 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 33/09</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DDG-CS-01</u>
<u>SALARY</u>	:	R1 813 182 per annum (Level 15), (an all-inclusive remuneration package). The package include 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

<u>REQUIREMENTS</u>	:	A qualification in Public Administration/ Business Administration or equivalent at NQF level 8 as recognised by SAQA, plus 8 years' experience at a Senior Management level. 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): MS PowerPoint, MS Project. 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: Comprehensive knowledge and understanding of Government systems and structures. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide strategic leadership and guidance on Human Resource, Facilities and Security Management in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Oversee the overall functioning of the Branch, identify problems and provide solutions that seek to ensure effective and efficient use of the departmental resources.
<u>ENQUIRIES</u>	:	Ms E Van Wyk at 064 850 8845
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: DDG-CS-01@tttrecruitment.co.za . For application enquiries contact: To the T Recruitment at 067 391 7387
<u>POST 33/10</u>	:	<u>CHIEF DIRECTOR: COMMUNITY WORK PROGRAMME IMPLEMENTATION (NW, GP AND FS) REF NO: CD-CWPI-02</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The package include 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
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Social Sciences/ Community Development/ Public Administration or equivalent (NQF 7 as recognised by SAQA) A minimum of 5 years' experience at senior management level. Proficiency in MS Word, MS PowerPoint, MS Project. 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): Stakeholder Relationship. 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 in: Community Development Approaches. Cooperative Governance. Poverty eradication and job creation. Public-private partnerships. Stakeholder Relations. Due Diligence. Resource mobilisations.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the implementation of the CWP in allocated provinces. Oversee and coordinate the implementation of CWP processes, policies, frameworks, norms and standards and maintenance of work opportunities. Oversee the monitoring and reporting to ensure effective contract management and compliance with CWP norms and standards. Oversee the establishment and functionality of CWP provincial stakeholder coordination processes, as well as local stakeholder structures. Coordinate the establishment, the facilitation and implementation of smart partnerships to enhance the impact of CWP.
<u>ENQUIRIES</u>	:	Mr L Jantjies Tel No: (012) 334 0685
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: CD-CWPI-02@tttrecruitment.co.za . For application enquiries contact: To the T Recruitment at 067 391 7387

OTHER POSTS

POST 33/11 : **DEPUTY DIRECTOR: DEMARCATION AND STRUCTURES**
IMPLEMENTATION REF NO: DD-DSI-03

SALARY : R896 436 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Administration/ Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): MS PowerPoint. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Local Government: Municipal Structures Act. Local Government: Municipal Systems Act. Local Government: Municipal Demarcation Act. Local Government: Municipal Electoral Act. Constitution. Monitoring and support techniques. Interpretation and analysis techniques.

DUTIES : The successful candidate will perform the following duties: Manage and provide technical support and expert advice on the processes on the determination and redetermination of municipal boundaries. Manage the processes of local government elections and other electoral-related matters, including making proposals around the administration of national and provincial elections. Manage and provide technical support towards the development of policy interventions to improve the Local Government: Municipal Demarcation Act, 1998 and Local Government: Municipal Structures Act, 1998 and related Regulations. Manage the development of the formula for the determination of the number of councillors in terms of Section 20 of the Local Government: Municipal Structures Act, 1998. Manage the processes relating to the alteration of provincial boundaries, including developing national legislation to deal with transition matters.

ENQUIRIES : Mr SSB Nkehli Tel No: (012) 395 4620
APPLICATIONS : Applications must be submitted electronically via email to: DD-DSI-03@tttrecruitment.co.za. For application enquiries contact: To the T Recruitment at 067 391 7387

POST 33/12 : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT**
REF NO: DD001

SALARY : R896 436 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Science/ Library Science/ Knowledge Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge; Research. Data Analysis. System Development. Business Analysis. Database management. Content Management. Stakeholder Relations. Advance technical writing and communication skills. Knowledge Management systems and platforms. National Knowledge management strategy framework.

DUTIES : The successful candidate will perform the following duties: Manage the development and implementation of Knowledge Management (KM) strategy for DCOG. Coordinate the documentation of case studies, best practices and lessons learnt. Develop and monitor knowledge management frameworks, guidelines and tools for DCOG and all municipalities. Manage and implement knowledge sharing programmes for DCOG and municipalities.

ENQUIRIES : Ms T Skosana Tel No: (012) 334 4883/ 060 994 6038
APPLICATIONS : Applications must be submitted electronically via email to: consultant5@multilead.co.za For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4

<u>POST 33/13</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE, RISK AUDIT AND PROJECT MANAGEMENT REF NO: DD02</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems/ Computer Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk, Audit/ Compliance and Corporate Governance of ICT environments.). Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written) Technical Competencies: DPSA Corporate Governance of ICT Framework. Enterprise Risk Management Framework. Risk and Information Systems Control (CRISC), COBIT and ITIL.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the development of operational / annual ICT risks and internal and external audit plans. Develop and manage policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Manage and monitor implementation of ICT governance and compliance. Develop, update and monitor project management methodology and templates.
<u>ENQUIRIES</u>	:	Ms N Seabela Tel No: (012) 334 4609
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: consultant6@multilead.co.za For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4
<u>POST 33/14</u>	:	<u>ASSISTANT DIRECTOR: VETTING AND SCREENING REF NO: AD001</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Social Sciences or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Vetting Investigations. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Security Vetting Investigations course offered by State Security Agency. South African National Defence Force. Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge of Minimum Information Security Standards (miss) report security services. Security Vetting. Disciplinary Procedures. Risk and Threat Management.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Conduct vetting field-work investigations and screening of service providers. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects or processes.
<u>ENQUIRIES</u>	:	Dr M Modise Tel No: (012) 395 4707
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response4@multilead.co.za For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4
<u>POST 33/15</u>	:	<u>SENIOR ADMIN OFFICER: MUNICIPAL FUNCTIONS, POWERS AND INTERVENTIONS SUPPORT REF NO: SAO001</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Law/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution.

		Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National, Provincial and Local Government legislation and systems. Research, analysis and interpretation skills. Data analysis and interpretation.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Assist in monitoring of regulatory framework on decentralization of power and functions to local government. Administer applications for adjustment of powers and functions between district and local municipalities. Administer database and submissions on invocations and revocations of section 100 and 139 of the Constitution. Assist in coordinating parliamentary questions, research, queries, legal opinions, substantive and procedural requirements on applications of sections 100 and 139 of the Constitution.
<u>ENQUIRIES</u>	:	Ms S Thenga Tel No: (012) 334 0845/ 064 811 1787
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response2@multilead.co.za For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4
<u>POST 33/16</u>	:	<u>SENIOR PROJECT COORDINATOR: COMMUNITY WORK PROGRAMME (GAUTENG) REF NO: SPC-CWP-04</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): Project Management. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge and understanding of Community Work Programme. Policy Development. Poverty eradication and Job creation.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide administration support in the implementation of CWP. Implement financial and procurement policies and procedures. Coordinate the maintenance and monitor existence and tracking of CWP asset management in assigned province. Monitor programme performance through site visits and submit reports.
<u>ENQUIRIES</u>	:	Mr K Mookeng at 066 484 9205
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: SPC-CWP-04@tttrecruitment.co.za . For application enquiries contact: To the T Recruitment at 067 391 7387