

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.

CLOSING DATE

: 07 November 2025

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 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 test 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**POST 39/12**: **CHIEF DIRECTOR: CORPORATE PLANNING AND INTERNAL MONITORING, REPORTING AND EVALUATION REF NO:CD: CORP M&E****SALARY**

: R1 494 900 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 Monitoring and Evaluation/ Business Administration Management/ Public Administration or equivalent qualification

(NQF 7 as recognised by SAQA) A minimum of 5 years' experience at senior management level in strategic planning/ monitoring and evaluation. Proficiency in MS Excel, MS Word. 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. Core 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 Policy Framework for the Government wide Monitoring and Evaluation Systems, 2005. Framework for Managing Programme Performance Information, 2007. Service Delivery Improvement Plan Directive, 2019. Public Service Regulation, 2016. Public Finance Management Act, No. 1 of 1999. Framework for Managing Programme Performance Information 2007. Revised Framework for Strategic Plans and Annual Performance Plans. Strategic plan research, development and reviewing skills.

- DUTIES** :
- The successful candidate will perform the following duties: Provide strategic direction and guidance on strategic planning and M&E processes. Oversee the development and implementation of strategic documents (Strategic Plan, Annual Performance Plan, Operational Plan and Policy Speech. Oversee the development and monitoring of the service delivery model and service delivery improvement plan. Oversee the monitoring of the departmental programme performance reporting. Oversee the development and implementation of an M&E system for effective performance information management. Oversee the development of standardized sector indicators in collaboration with provincial CoGTAs and entities and analyse their quarterly performance reports.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr X Xundu Tel No: (012) 334 0643
- Applications must be submitted electronically via email to corp@ntirho.co.za
- For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

POST 39/13 :

DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (LIMPOPO) REF NO: D001L

SALARY :

R1 266 714 per annum (Level 13), (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/ Local Government/ Development Management or equivalent qualification (NQF 7 as recognised by SAQA) A minimum of 5 years' experience at middle/ senior management level. Proficiency in MS Excel, MS Word. 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. Core 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; Advanced 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: Manage the development, review, and implementation of the district one plan. Manage the development, implementation and monitoring of municipal infrastructure projects. Manage the coordination of monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Oversee the coordination of municipal support (s154) and implementation of interventions (s139) in municipalities in collaboration with provinces.

ENQUIRIES :

APPLICATIONS :

Ms B Diale at 082 573 5552

Applications must be submitted electronically via email to: response2@multilead.co.za

For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/4

<u>POST 39/14</u>	:	<u>DIRECTOR: DISASTER RISK ASSESSMENT AND EARLY WARNING REF NO: D002</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification in Disaster Management/Environmental Science or equivalent qualification (NQF 7 as recognised by SAQA), A minimum of 5 years' experience in Disaster Risk Management at middle/senior management level. Proficiency in MS Word. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Extensive official travel both at national and international level. Additional Requirements (Advantage): MS PowerPoint, MS Project. Post-Graduate (NQF level 8) qualification in Geographic Information Systems/ Geoinformatics, computer science with GIS modules or environmental science with specialisation in GIS. Registered in the professional body for GIS/ Certificate in GIS. Core 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; Policy and legislation relevant to the Disaster Management function in South Africa. The concept of Disaster Management. Geographical Information Systems. Knowledge of space and satellite technologies. Internet technologies and spatial application development processes. Government IT/IS standards/ procedures and practices and SITA policies. Project methodology. Knowledge of Geomatics Act.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Generate and maintain a national indicative disaster risk profile. Develop and roll-out disaster management early warning systems and dissemination of early warnings to vulnerable communities. Establish and maintain geographic information management systems for disaster risk management and maintain appropriate spatial information. Gather information on all aspects of disaster management and disseminate to stakeholders and vulnerable communities. Monitor and evaluate compliance related to disaster management spatial information.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr B Sithole at 082 490 9825 Applications must be submitted electronically via email to: response3@multilead.co.za For application enquiries contact Mr. S Ndlovu Tel No: (011) 763 1103/4

OTHER POSTS

<u>POST 39/15</u>	:	<u>ASSISTANT DIRECTOR: WINDOWS SERVER/ AZURE/ VMWARE ENGINEER REF NO: AD:VMWARE ENG</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Additional Requirements (Advantage): MS Project and MS PowerPoint. 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: Windows Server/ Azure/ VMWare operations management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills. Organisational skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Monitor windows, Azure/ VMWare services. Implement and support LAN (Local Area Network)

and WAN (Wide Area Network) services in the Department. Administer active directory services such as user lifecycle. Resolve incidents in accordance with the signed services level agreement. Provide support to the Cloud and In-house infrastructure services.

**ENQUIRIES
APPLICATIONS**

: Mr P Ngobese Tel No: (012) 065 3018
: Applications must be submitted electronically via email to:
vmeng@ntirho.co.za
For application enquiries contact Vanessa Cox Tel No: (010) 593 199

POST 39/16

**ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE SYSTEMS REF
NO: ASD MHRS-01**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Human Resource Management/ Public Administration 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. Client orientation and customer focus. Team leadership. Diversity management Communication (verbal and written). Technical Competencies: Policy analysis and formulation. Knowledge of local government legislative and policy environment. Local Public Administration and Human Resources. Interpretation and application of legislation. Labour law.

DUTIES

: The successful candidate will perform the following duties: Assist in the implementation of Chapter 7 of the Municipal System Act, 2000 and other relevant legislation applicable to local government. Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration and human resources. Provide support on the development and review local government human resource systems and procedures. Coordinate consultation of policy and legislation with national sector departments, organized local government, provinces, trade unions and professional bodies.

**ENQUIRIES
APPLICATIONS**

: Ms T Andries at 066 484 5063
: Applications must be submitted electronically via email to:
dcog5@tttreruitment.co.za
For application enquiries contact: To The T Recruitment, at 067 391 7387

POST 39/17

**ASSISTANT DIRECTOR: FACILITIES AND OHS MANAGEMENT REF NO:
ASD-FOHSM-02**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel MS Word and MS PowerPoint. Driver's License and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. 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; The National Regulations and Building Standard Act, 1997. Occupational Health and Safety Act, 1993- building and maintenance services. Contract and property management. Government systems and structures. Public Finance Management Act, 1999- facilities management services.

DUTIES

: The successful candidate will perform the following duties: Coordinate the implementation of facilities contracts and building maintenance services. Liaise with the Department of Public Works and Infrastructure and Department of National Treasury on office accommodation matters. Coordinate implementation of Facilities and OHS policies and procedures. Coordinate building inspection through health and safety teams. Conduct risk assessment, perform events safety, and promote health and safety awareness.

**ENQUIRIES
APPLICATIONS**

: Mr R Ralukake Tel No: (012) 336 5612
: Applications must be submitted electronically via email to:
dcog6@tttreruitment.co.za

For application enquiries contact: To The T Recruitment, at 067 391 7387

<u>POST 39/18</u>	:	<u>SENIOR PLANNING OFFICER: SPATIAL AND URBAN DEVELOPMENT</u>
	:	<u>PLANNING REF NO: SPO001</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 Town and Regional Planning/ Social Science/ Geomatics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience. Proficiency in MS Excel MS Word and MS PowerPoint. Driver's License and travelling. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Analytical skills. Reliability. Communication. Teamwork. Ability to manage conflict. Customer focus and responsiveness. Technical Competencies: In depth knowledge and understanding of; Basic knowledge of Town Planning and Geographic Information System. Project management. Research and development. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Research and development.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide support towards the analysis of Municipal Spatial Planning tools (Municipal Spatial Development Framework's) to guide Integrated Development Planning. Provide general administrative support to the Geographic Information Systems function. Assist in the development and maintenance of the Integrated Development Planning Information Management System (IDPIMS). Provide administrative support in the implementation of the Smart Cities framework and Small-Town Regeneration Strategy. Provide secretariat functions to the existing forum and project steering committees for various projects.
<u>ENQUIRIES</u>	:	Ms A Ngwenya at 079 8917 995
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response4@multilead.co.za
	:	For application enquiries contact Mr. S Ndlovu Tel No: (011) 763 1103/04
<u>POST 39/19</u>	:	<u>SENIOR RECORDS MANAGEMENT PRACTITIONER REF NO: SP-RM-03</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 Archives and Records Management/ Information Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience. Proficiency in MS Excel MS Word and MS PowerPoint. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability. Communication. Teamwork. Customer focus and responsiveness. Technical Competencies: In depth knowledge of Records Management. Policy issues. National Archives Act. Minimum Information Security Standard (MISS). Electronic Records Management Systems.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Render registry functions in the Department. Conduct proper records management practices. Implement a systematic disposal programme. Maintain electronic document records management system in the Department.
<u>ENQUIRIES</u>	:	Ms S Chiloane Tel No: (012) 334 0887
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: dcog7@tttreruitment.co.za
<u>POST 39/20</u>	:	<u>SCANNING OPERATOR REF NO: DCOG-SCO</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication (verbal and written. Teamwork. Technical Competencies: In depth knowledge of Registry procedure manual. Operating high volume copy and scanning equipment. Intermediate level proficiency with MS Word, Excel, Google Suite. Courier services.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Disassemble and prepare documents for scanning in line with standard operating procedures. Scan, index and export documents to the electronic record management

system. Establish and maintain quality controls and assurance to ensure accurate digitized documents. Re-assemble and organise documents to their original state after scanning for physical filing. Assist in rendering registry services in the Department.

ENQUIRIES
APPLICATIONS

: Ms S Chiloane Tel No: (012) 334 0887/ 060 994 5930
: Application form: DCoG ICT by email on
ictbusinessapplications@cogta.gov.za

NOTE

: Submit applications on the electronic form by clicking the link DCoG Recruitment Application Form, or visit our website on www.cogta.gov.za and click on the Jobs Tab.