

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

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| <u>CLOSING DATE</u> | : | 13 May 2026 |
| <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. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 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

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| <u>POST 14/08</u> | : | <u>CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANTS REF NO:CD: MIG</u> |
| <u>SALARY</u> | : | 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. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An undergraduate degree in the Built Environment or equivalent qualification (NQF 7 as recognised by SAQA). A post graduate qualification in the Built Environment (NQF level 8) will be an added advantage. A minimum of 5 years' |

experience at senior management level in a related field. Proficiency in MS Word, MS Excel, 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. 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: Both government and private sector infrastructure development approaches. Economic Infrastructure Development. Public Private Partnerships Framework. Development Finance Frameworks. Development of Master Plans, Preventative Maintenance Plans. Intergovernmental Relations. Local Economic Development. Poverty Eradication and Job creation.

DUTIES : The successful candidate will perform the following duties: Oversee the development of policy including Municipal Infrastructure Framework, coordination and reporting on infrastructure grants through intergovernmental structures. Oversee the development of infrastructure master plans to guide long-term infrastructure delivery plans of municipalities. Provide strategic guide for strengthening implementation and provision of basic municipal services and infrastructure in local government. Oversee the development of alternative infrastructure financing models. Monitor and administer the infrastructure grants expenditure.

ENQUIRIES : Ms E Van Wyk at 064 850 8845
For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

APPLICATIONS : Applications must be submitted electronically via email to: cd_mig@ntirho.co.za

POST 14/09 : **DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO: DMPV05**

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.

CENTRE REQUIREMENTS : Pretoria
An undergraduate qualification in Property Studies, Real Estates, Property Evaluation and Management or equivalent qualification at NQF 7 as recognised by SAQA. 5 years of experience at a middle/ senior managerial level in the Property Valuation field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Extensive travelling. Registration as a Professional Valuer in terms of Property Valuers Profession Act, 2000 (Act 47 of 2000). 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: MPRA and provisions of any legislation that must be considered in valuing specific properties. Valuation principles and techniques. Undertaking valuations of all types of properties. Mass appraisal techniques and processes. Ability to create and analyse datasets. Geographical Information Systems (GIS).

DUTIES : The successful candidate will perform the following duties: Provide directions on the development of guidelines / circulars / regulations and / or amendments to the MPRA. Oversee the monitoring and support of municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of valuation and supplementary valuation rolls. Oversee the investigation and issuing of a public report on the effectiveness, consistency, uniformity and application of municipal valuations for rates purposes with respect to selected municipalities. Oversee the monitoring and support provincial departments responsible for local government on the valuation aspects of the MPRA vested with provinces. Oversee the research and development in the professional valuation field for continuous improvement / enhancement where required considering critical decisions of Valuation Appeal Boards and international developments in the property valuation field.

ENQUIRIES : Dr K Naidoo at 064 752 5617

APPLICATIONS : Applications must be submitted electronically via email to: response1@multilead.co.za

OTHER POSTS

POST 14/10 : **DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT PLANNING**
REF NO: DDLCDP07

SALARY : R932 292 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A 3-Year National Diploma or Bachelor's Degree in Development Planning / Economics or equivalent qualification at NQF 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Extensive travelling. Generic Competencies: Planning and organizing. 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: Local Economic Development Policy and Practice. Urban Development Policy and Practice. Intergovernmental and Municipal Development Planning Policy and Practice. Public Administration.

DUTIES : The successful candidate will perform the following duties: Manage linkages between macro-economic policy, micro economic reforms, and sector specific policies with local economic policy / strategies. Coordinate and monitor implementation of the national policy for Local Economic Development. Manage LED innovation programmes, and strategic partnerships to stimulate local economies. Conduct economic profiling, sector analysis and opportunity mapping to support evidence based local economic planning and implementation.

ENQUIRIES : Mr S Ramphisa at 064 000 8438 / Ms F Kwape at 060 403 6868

APPLICATIONS : For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103

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

POST 14/11 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND**
MANAGEMENT, SUPPLIER PERFORMANCE AND REPORTING REF NO:
SSCMP-01

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A 3-Year National Diploma or Bachelor's Degree in Logistics / Purchasing and Supply Chain Management or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: In-depth knowledge of: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems, i.e. LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Update and maintain the Department's annual demand and procurement plan to ensure alignment with strategic objectives. Report on the progress of the procurement plan on a monthly, quarterly, and annual basis. Coordinate the drafting of specifications and terms of reference in compliance with the Departmental Supply Chain Management (SCM) policy and relevant legislation. Coordinate Bid Specification Committee (BSC) and Bid Adjudication Committee (BAC) meetings to facilitate the compilation, consideration, and approval of terms of reference. Maintain and update the SCM registers (contract, deviation, variation and expansion etc.) ensuring accuracy and completeness.

ENQUIRIES : Mr S Ramphisa at 064 000 8438 / Ms F Kwape at 060 403 6868

APPLICATIONS : For application enquiries contact: To the T Recruitment at 067 391 7387

Applications must be submitted electronically via email to: dcog13@tttreruitment.co.za

POST 14/12 : **ADMINISTRATIVE OFFICER: DISASTER PREPAREDNESS, RESPONSE**
AND RECOVERY COORDINATION REF NO: AO-DPRRC-02

SALARY : R338 106 per annum. (Level 07)

- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-Year National Diploma or Bachelor's Degree in Disaster Management / Development Studies / Environmental Studies or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Disaster Management Act. National Disaster Management Framework. Division of Revenue Act.
- DUTIES** : The successful candidate will perform the following duties: Maintain and update database for Disaster Response Coordination. Assist in screening disaster funding applications in line with the Disaster Grant Funding Framework and follow-up on the outstanding matters. Liaise with organs of state on the development and submission of the seasonal disaster management contingency plans. Provide secretariat services to Preparedness, Response and Recovery Coordination Structures.
- ENQUIRIES** : Ms M Pitso Tel No: (012) 065 0974
For application enquiries contact: To the T Recruitment at 067 391 7387
- APPLICATIONS** : Applications must be submitted electronically via email to: dcog14@tttreruitment.co.za