

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. Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications must be submitted electronically via the link to: [DCoG Recruitment Application Form – Fill out form](#)
- CLOSING DATE** : For application enquiries email: ICTBusinessApplications@cogta.gov.za
29 May 2026
- 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. 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.

OTHER POST

- POST 16/10** : **SCANNING OPERATOR REF NO: DCOG-SCO**
This is a re-advertisement, candidates who previously applied are encouraged to re-apply, as previous applications will not be considered.
- SALARY** : R170 226 per annum (Level 03)

- CENTRE** : Pretoria
- REQUIREMENTS** : 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.
- DUTIES** : 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** : Ms S Chiloane Tel No: (012) 334 0887