

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.

<u>CLOSING DATE</u>	:	29 June 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

<u>POST 20/08</u>	:	<u>DIRECTOR: DEMARCATIION AND STRUCTURES IMPLEMENTATION REF NO: DDSI</u>
<u>SALARY</u>	:	R1 317 384 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.
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : An undergraduate qualification in Law or equivalent qualification (NQF 7 as recognised by SAQA). At least 5 years' relevant experience at middle / senior management level in the relevant field. 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. Intensive travelling. Additional Requirements (Advantage) MS PowerPoint and 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: Local government legislation (system and structures). Public Service local government transformation. Monitoring and evaluation techniques. Policy formulation. Cooperative Governance.
- DUTIES** : The successful candidate will perform the following duties: Develop policy interventions to improve the implementation of the Local Government Municipal Demarcation Act, 1998, and the Local Government Municipal Structures Act, 1998. Provide strategic support to the processes of local government elections and other related matters, including the provision of technical support and advice on the determination and redetermination of municipal boundaries and matters relating to the alternation of provincial boundaries. Support municipalities in relation to promoting sound financial governance, ensure positive audit outcomes and strengthen council oversight responsibilities over the executive and administration that promote good governance in municipalities, including ensuring proper functioning of MPAC's, EXCO / MAYCO, Section 79/79A and Section 80 Committees of Councils established in accordance with the Municipal Structures Act, 1998. Ensure adherence and implementation of the Code of Conduct for Councilors and lead the development of policy and legislation in relation to Sections 100 and 139 of the Constitution. Support the management / administration of the Municipal Systems Improvement Grant (MSIG) and administer gratuity payments to non-returning Councilors.
- ENQUIRIES** : Adv M Dunckle-Kock Tel No: (012) 395 4614
- APPLICATIONS** : Applications must be submitted electronically via email to ddsi@ntirho.co.za
For application enquiries contact: Ms Vanessa Cox Tel No: (010) 593 1998

OTHER POSTS

- POST 20/09** : **DEPUTY DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: DD-DSI-01**
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11)
: Pretoria
: 3-Year National Diploma or Bachelor's Degree in Public Administration / Development Studies or equivalent qualification at NQF 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in MS Excel and MS Word. A valid driver's license and travelling. Additional Requirements (Advantage): MS PowerPoint. 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 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 formulae for the determination of the number of councilors in terms of Section 20 of the Local Government: Municipal Structures Act, 1998. Manage the processes relating to the alternation

of provincial boundaries, including developing national legislation to deal with transition matters.

ENQUIRIES APPLICATIONS : Adv M Dunckle-Kock Tel No: (012) 395 4614
: Applications must be submitted electronically via email to: dcog15@tttreruitment.co.za
For application enquiries contact: To the T Recruitment at 067 391 7387

POST 20/10 : **ASSISTANT DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: ASD-DSI-02**

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09)
: Pretoria
: 3 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 a related field. A driver's license and travelling. Proficiency in MS Excel and MS Word. Generic Competencies: Planning and organising. 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: Municipal Structures Act. Municipal Systems Act. Municipal Finance Management Act. Constitution. Monitoring and support techniques. Interpretation and analysis techniques.

DUTIES : The successful candidate will perform the following duties: Coordinate and monitor the functionality of Municipal Public Accounts Committees (MPACs). Develop and implement the municipal governance assessment tool. Facilitate the training initiatives and workshops to municipal councils on performance of their oversight roles and responsibilities (executive and administration) to promote good governance. Assist municipalities in the development of Municipal By-Laws, Council Standing Rules and Orders and other governance related matters. Draft and compile the memorandums, responses to enquiries, referrals and Parliamentary Questions pertinent to the implementation of provisions of the Local Government Municipal Structures Act.

ENQUIRIES APPLICATIONS : Adv M Dunckle-Kock Tel No: (012) 395 4614
: Applications must be submitted electronically via email to: dcog16@tttreruitment.co.za
For application enquiries contact: To the T Recruitment at 067 391 7387

POST 20/11 : **SENIOR ADMINISTRATIVE OFFICER: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: SAO2**

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Pretoria

DUTIES : 3-Year National Diploma or Bachelor's Degree in Disaster Management / Development Studies / Environmental / Social Sciences or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in MS Excel and MS Word. A valid driver's license and travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.

The successful candidate will perform the following duties: Assist in the development and implementation of guidelines and templates on disaster damage assessments, classification and declaration process. Assist in the development and implementation of mechanisms for funding disaster management, guidelines and frameworks. Assist in the development of national seasonal contingency plans. Assist in the coordination of Intergovernmental Structures for preparedness, response and recovery work. Provide secretariat functions to Disaster Response Coordination structures and engagements.

ENQUIRIES APPLICATIONS : Ms M Pitso Tel No: (012) 848 4606
: Applications must be submitted electronically via email to: response1@multilead.co.za
For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103

POST 20/12 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: ST1**

SALARY : R338 106 per annum (Level 07)

- CENTRE** : Pretoria
- REQUIREMENTS** : 3 Year National Diploma or Bachelor's Degree in Accounting or Financial Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years relevant experience in the finance field. Proficiency in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) BAS and LOGIS. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: LOGIS. Public Finance Management Act, 1999 (Act No. 1 of 1999) and the Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS). Creditor payments. Microsoft Excel.
- DUTIES** : The successful candidate will perform the following duties: Final authorisation of payments and journals on BAS and LOGIS. Clearing suspense accounts. Administer revenue, receipt and petty cash. Administer travel agency account and creditors reconciliation.
- ENQUIRIES** : Ms T Ndou Tel No: (012) 065 3354
- APPLICATIONS** : Applications must be submitted electronically via email to: response2@multilead.co.za
For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103