

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.

- CLOSING DATE** : 03 July 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 below SMS position shall undertake two (2) 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. All shortlisted candidates for SMS position will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capability, behavioural preferences, emotional intelligence, and integrity. 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

- POST 21/05** : **CHIEF DIRECTOR: MUNICIPAL FUNDING AND REVENUE SUPPORT REF NO: CDMFRS**
- SALARY** : R1 554 696 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Administration / Management / Economics / Development Studies or equivalent qualification (NQF 7 as recognised by SAQA). At least 5 years' experience at senior management level

in a relevant field. Proficiency in MS Word, MS Excel, and 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. Additional Requirements (Advantage) Municipal Finance. 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, policies and systems. Municipal Property Rates Act and provisions of related legislation. Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act, and related municipal finance legislation. Municipal and Public Finance. Policy development. The link between infrastructure development and economic development. Intergovernmental fiscal relations. Local economic development. Poverty eradication and job creation.

- DUTIES** : The successful candidate will perform the following duties: Provide strategic direction in the development and implementation of revenue enhancement programmes for municipalities, including the development of a credible indigent register, and administer the Local Government Equitable Share (LGES). Support the management/administration of the Municipal Systems Improvement Programme (MSIP). Provide guidance on municipal tariffs levied by municipalities, cost of supply for the provision of water and electricity by municipalities, and municipal service partnerships. Direct, manage, monitor and advise municipalities on property rating aspects of the Municipal Property Rates Act, as well as the oversight role of provinces. Direct, manage, monitor and advise municipalities on property valuations of the Municipal Property Rates Act as well as the oversight role of provinces.
- ENQUIRIES** : Dr K Naidoo Tel No: (012) 395 4616
- APPLICATIONS** : Applications must be submitted electronically via email to: cdmfrs@ntirho.co.za
For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

OTHER POSTS

POST 21/06 : **ADMINISTRATIVE ASSISTANT: DEVELOPMENT PLANNING REF NO: DCOG-AA**

SALARY CENTRE REQUIREMENTS : R280 278 per annum (Level 06)
: Pretoria
: A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. No experience required. Proficiency in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office Administration.

DUTIES : The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Coordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.

ENQUIRIES : Mr V Rabothata at 066 484 5048

APPLICATIONS : Applications must be submitted electronically via the link to: [DCoG Recruitment Application Form – Fill out form](#)
For application enquiries only email: CTBusinessApplications@cogta.gov.za

POST 21/07 : **DRIVER /MESSENGER REF NO: DCOG-DM**

SALARY CENTRE : R170 226 per annum (Level 03)
: Pretoria

- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification at NQF 4 as recognised by SAQA. 5 years driving experience. Driver's License Code 8/B. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Driving. Physical inspection of vehicles. Interpret instructions for proper use of all controls for safe operation of vehicles.
- DUTIES** : The successful candidate will perform the following duties: Collect, distribute and deliver documents, equipment, and parcels between various DCoG buildings and external clients and service providers. Assist with chauffeur services. Conduct a daily vehicle inspection and report defects. Drop and collect vehicles that are booked for services and repairs. Assist with issuing of vehicles and reconciliation of logbooks.
- ENQUIRIES** : Mr J Sabeka Tel No: (012) 336 5749
- APPLICATIONS** : Applications must be submitted electronically via the link to: [DCoG Recruitment Application Form – Fill out form](#)
For application enquiries only email: CTBusinessApplications@cogta.gov.za