

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>	:	24 July 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. 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.

OTHER POSTS

<u>POST 24/09</u>	:	<u>DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: DD/PR/01</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3-Year National Diploma or Bachelor's Degree in Business Management, Development Studies / Public Administration / Public Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in strategic planning and reporting. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). A valid driver's licence. Generic Competencies: Planning and Organising,

- Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written), Interpersonal Skills and Financial Management. Technical Competencies: In-depth knowledge and understanding: Legislation Governing Planning, Monitoring, and Reporting, Data Collection, Data Analysis and Report Writing, Research methodology, Strategic Planning and Reporting processes, Annual Operational Plan, Audit and risk action plans, Preparation of minutes for Quarterly Review meetings
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development of a Strategic Plan and an Annual Performance Plan. Coordinate and facilitate the development of the departmental Annual Operational Plan. Compile Quarterly Performance Reports. Coordinate and facilitate the development of an Annual Report. Compile strategic reports such as the Handover Report, Mid-Term Assessment Report, Strategic End-Term Report and departmental MTDP Progress Reports.
- ENQUIRIES** : Ms B Kgwete at 064 081 3357
- APPLICATIONS** : For application enquiries contact: To the T Recruitment at 067 391 7387
Applications must be submitted electronically via email to: dcog17@tttrecruitment.co.za
- POST 24/10** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: ADRM05**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : 3-Year National Diploma or Bachelor's Degree in Finance or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Comprehensive knowledge and understanding of: the Municipal Finance Management Act (MFMA) Treasury Regulations, Division of Revenue Act (DoRA), Public Finance Management Act (PFMA). Provincial and Local Government legislation and systems. Policy development. Public Private Partnerships. Revenue and debt management. Audit management. Poverty alleviation and job creation strategies.
- DUTIES** : Develop and implement revenue enhancement initiatives to enhance revenue collection in municipalities. Coordinate the reports on the payment of government debt to municipalities. Report on credibility of credit controls and debt policies and its by-laws in municipalities. Coordinate and develop municipal debt collection strategies and financial recovery plans.
- ENQUIRIES** : Ms K Fata at 072 3833 789
- APPLICATIONS** : For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/04
Applications must be submitted electronically via email to: response@multilead.co.za
- POST 24/11** : **ASSISTANT DIRECTOR: INTEGRATED MONITORING AND REPORTING SYSTEM REF NO: ADIMRS**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : 3-Year National Diploma or Bachelor's Degree in Monitoring and Evaluation / Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and extensive travelling. Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Monitoring, Reporting and Evaluation, Strategic planning. Outcome base approach. Analytic skills. Research. Excel at intermediate /advanced level.

- DUTIES** : Facilitate development and implementation of policy and regulatory frameworks to strengthen monitoring and reporting. Analyse and develop reports on the performance of municipalities. Coordinate the national and provincial monitoring and reporting structures. Develop and maintain monitoring and reporting databases.
- ENQUIRIES** : Ms X Salla at 082 632 2277 / 012 3340883
For application enquiries contact Tel No: (010) 593 1998
- APPLICATIONS** : Applications must be submitted electronically via email to:
adimrs@ntirho.co.za