

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of these posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 28 August 2023
- 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 compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. 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 will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. 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 subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. 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 below posts are senior management posts. 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. Applicants must register for the Pre-entry Certificate, 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 28/22** : **CHIEF DIRECTOR: DISASTER RISK REDUCTION AND CAPACITY DEVELOPMENT REF NO: 31992/01**
- SALARY** : R1 371 558 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** : A Grade 12 certificate and an undergraduate qualification in Development Studies, Disaster Risk Management, or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5-10 years in experience in Disaster Risk Management at Senior Management Level. Technical competencies: Disaster Management Act. 57 of 2002. National Disaster Management Framework 2005

and related legislation. The concepts and application of disaster risk management. The core philosophy of disaster risk reduction and mainstreaming risk reduction into development programme. Project management methodologies. Information Management and GIS. Additional requirements: Senior Management Pre-Entry Programme. A valid driver's licence. The successful candidate is expected to travel extensively. Required: Proficiency in MS Excel, MS Word, MS PowerPoint, MS Project. A master's degree (NQF 9 as recognized by SAQA).

DUTIES : The incumbent will be expected to perform the following duties: Promote education, training, public awareness and research among role-players and communities. Facilitate the development and implementation of disaster risk reduction and strategies. Provide support to disaster risk reduction and disaster management programmes. Provide guidance and strategic support to the DRM Bursary Programme. Perform managerial functions for SMS relating to strategic, operational and risk management, financial and contract management, and human resources.

ENQUIRIES : Dr E Sithole Tel No: (012) 848 4602
APPLICATIONS : Applications must be submitted electronically via email to cogta144@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

OTHER POSTS

POST 28/23 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (LIMPOPO) REF NO: H&SCOGTA023**

SALARY : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Public Administration/ Social Sciences/ Engineering or Built Environment with 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/Programme formulation. Project monitoring and evaluation.

DUTIES : The incumbent will be expected to perform the following duties: Manage the development, review, and implementation of the district one plan. Manage the development, implementation, and monitoring of Municipal Infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES : Ms. B Mculu Tel No: (012) 334 0651
APPLICATIONS : Applications must be submitted electronically via email to: cogta023@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

POST 28/24 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (FREE STATE) REF NO: H&SCOGTA024**

SALARY : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Public Administration/ Social Sciences/ Engineering or Built Environment with 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/Programme formulation. Project monitoring and evaluation.

DUTIES : The incumbent will be expected to perform the following duties: Manage the development, review, and implementation of the district one plan. Manage the development, implementation, and monitoring of Municipal Infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the rollout of Community Work Programme.

ENQUIRIES : Ms. Z Losabe Tel No: (012) 334 0524
APPLICATIONS : Applications must be submitted electronically via email to: cogta024@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 468 4192.

POST 28/25 : **SENIOR STATE ACCOUNTANT REF NO. H&SCOGTA025**

SALARY : R359 517 per annum
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Accounting or Financial Management with 2 to 3 years' experience in the finance field. Required: Proficient in MS Word, MS PowerPoint, and PERSAL and BAS. A valid driver's licence. Generic Competencies: Quality of work. Initiative. Job knowledge. Acceptance of responsibility. Reliability. Technical skills. Teamwork. Technical Competencies: In-depth knowledge of: LOGIS and Safety net. Public Finance Management Act, 1999 (Act No.1 of 1999) and the Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS). Debtor control and creditor control.

DUTIES : The incumbent will be expected to perform the following duties: Final authorizing of payments and journals on BAS and Logis, clearing of suspense accounts and reporting unprocessed NPO journals, Administer revenue and authorizing department receipt, Compile reconciliation for grants transfers, Management function (supervisor).

ENQUIRIES : Mr. V Mthembu Tel No: (012) 334 0594
APPLICATIONS : Applications must be submitted electronically via email to: cogta025@hslabour1.co.za. For application enquiries contact Elginita Moodley Tel No: (011) 4684192.