

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 representativity in the Department through the filling of these posts. Applicants whose appointment/transfer/promotion will promote representativity will therefore receive preference.

<u>CLOSING DATE</u>	:	08 September 2023
<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 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

<u>POST 30/13</u>	:	<u>DIRECTOR: INTERNAL CONTROL REF NO: 32033/01</u>
<u>SALARY</u>	:	R1 162 200 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 REQUIREMENTS</u>	:	Pretoria A Grade 12 certificate and an undergraduate qualification in Accounting/ Auditing/ Financial Management, or equivalent qualification (NQF Level 7 as recognised by SAQA) At least 5-10 years' experience in an audit and risk management field at middle management level. Proficiency in Microsoft Word. Senior Management Pre-entry Programme. Additional requirements (Advantage): Government Financial Systems. Internal Control tools and techniques. PFMA, Treasury Regulations and guidelines. MS PowerPoint, MS

Project and MS Excel. Technical competencies: Knowledge and understanding of legislative environment, amongst other: The Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), General Recognised Accounting Principles; and Basic Accounting System (BAS). Knowledge and experience in the establishment of an integrated internal control system. Knowledge and experience in the development and maintenance of government frameworks. Knowledge and experience in fraud prevention. Knowledge and experience in the development, implementation, and maintenance of an effective loss control system. Knowledge and experience in policy development. Knowledge and experience in statistical and qualitative analysis. Advance experience in computer proficiency in MS Office, BAS, PERSAL, LOGIS. Knowledge and experience in general ledger reconciliations and analysis. Experience in research and/or audit report writing.

DUTIES : The incumbent will be expected to perform the following duties: Develop, monitor and review departmental internal control policies, procedures and processes. Implement and maintain appropriate delegation framework in line with applicable legislation and regulations. Facilitate and coordinate all assurance services including responding to oversight and related committees. Develop an appropriate financial information retention system/ repository system. Manage the implementation and maintenance of the departmental loss control system.

ENQUIRIES : Mr Mbulelo Sigaba Tel No: (012) 334 0617
APPLICATIONS : Applications must be submitted electronically via email to cogta145@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

OTHER POST

POST 30/14 : **ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: 32033/02**

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate and a three-year Diploma or a Degree (NQF level 6/7 qualification as recognised by SAQA) or equivalent qualification in Financial Accounting or related field with financial accounting as major subject and 3 to 5 years' experience in Management Accounting, Financial Accounting functions, Monitoring and Reporting, Risk Management and Auditing and Financial Systems at a supervisor role. Proficiency in MS Excel, MS Word. Additional Requirements (Advantage): Postgraduate qualification in Financial or Management Accounting. Advanced MS Excel. Registration with professional body. 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).

DUTIES : The incumbent will be expected to perform the following duties: Coordinate and manage the financial planning inputs in line with the Community Work Programme implementation model and budget monitoring in line with site business plans. Review and monitor the implementation of effective internal financial controls and appropriate procedures with regards to financial and wage payment administration. Manage CWP expenditure process and control (including payments to suppliers). Manage the financial and management accounting functions. Review of all the financial statement inputs for accuracy and compliance and coordinate the submission of Interim and Annual Financial Statements inputs and programme performance planning and reporting. Perform all the monthly and quarterly reconciliations and perform the necessary correcting journals. Management functions.

ENQUIRIES : Ms Zimbini Mahonono Tel No: (012) 334 0694
APPLICATIONS : Applications must be submitted electronically via email to cogta146@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.