

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. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

MANAGEMENT ECHELON

<u>POST 21/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 28293/01</u>
<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (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. (Kindly note that this is a re-advertisement and candidates who had previously applied are encouraged to re-apply).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Grade 12, an undergraduate qualification with preference in either Public Management/Economics or Development Studies and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. A strategic thinker with background on municipal operations. Applicants who have a legal background will have an added advantage. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of the Local Government Municipal Finance Management Act. Knowledge of the Local Government Municipal Property Rates Act. Understanding of Cooperative Governance.
<u>DUTIES</u>	:	As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships as well as develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Receive corruption, investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.G. Mahlangu Tel No: (012) 334 0517
	:	Applications may be submitted electronically via email to cogta76@ursonline.co.za via fax: 086 415 5709
<u>FOR ATTENTION NOTE</u>	:	URS Response Handling Tel No: (012) 811 1900
	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, 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. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, copies of ID, Grade 12 Certificate and other qualifications, as well as SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. 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. Due to the large number of

responses anticipated, 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. Thank you for the interest shown in the Department. The below post is a senior management post. Candidates should therefore possess strong managerial and financial management skills. The requirements for appointment at Senior Management Service level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered 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, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

CLOSING DATE :

18 September 2020

OTHER POST

POST 21/02 :

DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NW, FS AND EC) REF NO: 28314/01

SALARY CENTRE REQUIREMENTS :

R733 257 per annum (Level 11) (An all-inclusive remuneration package)
 Pretoria
 A three-year National diploma in Economic Science/Development Studies/Humanities/ Built Environment Disciplines or a Bachelor's degree in Economic Science/Development Studies/Humanities/Built Environment Disciplines or an equivalent qualification with 3 – 5 years' appropriate experience in the relevant field. Additional Requirements: Driver's Licence and Extensive Travelling. 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: Service delivery thorough grant application. Administration of a Grant to Municipalities in terms of a policy and legislation. Application of technical norms and standards. Poverty eradication and job creation.

DUTIES :

The successful candidate will perform the following duties: Manage the MIG fund administration and implementation including scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Monitor the financial and non-financial reporting as per legislative requirements through the utilization of MIG-MIS. Manage the projects site visits and evaluate site visit reports. Manage and assess the business plans of municipalities to meet the general and specific sector requirements.

ENQUIRIES APPLICATIONS :

Ms V. Mabitsi Tel No: (012) 336 5655
 Applications may be submitted electronically via email to cogta77@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION NOTE :

URS Response Handling Tel No: (012) 811 1900.
 The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. 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. Due to the large number of responses anticipated, 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. Thank you for the interest shown in the Department.

CLOSING DATE : 25 September 2020