

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

- CLOSING DATE** : 22 November 2024
- 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. 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 post is a senior management post. 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 41/02** : **DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: DDSI/11/2024**
- SALARY** : R1 216 824 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Administration / Management / Development Studies / Law or equivalent at NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management

level in the relevant field. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Knowledge management. Change 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 (system and structures). Public Service local government transformation. Monitoring and evaluation techniques. Policy formulation. Cooperative Governance.

DUTIES : The successful candidate will perform the following duties: Develop policy interventions to improve the Local Government: Municipal Demarcation Act, 1998, and Local Government: Municipal Structures Act, 1998. Provide strategic support to the processes of local government elections and other related matters, including the provision of technical support and advice on the determination and redetermination of municipal boundaries, and matters relating to the alteration of provincial boundaries. Support municipalities in relation to promoting sound financial governance and support to ensure positive audit outcomes. Strengthen council oversight responsibilities over the executive and administration to promote good governance in municipalities, including ensuring proper functioning of MPAC's, EXCO/MAYCO, Section 79/79A and Section 80 Committees of Councils established in accordance with the Municipal Structures Act, 1998. Ensure adherence and implementation of the Code of Conduct of Councillors. Lead the development of policy and legislation in relation to Sections 100 and 139 of the Constitution. Support the management / administration the Municipal Systems Improvement Grant (MSIG). Administer gratuity payments to non-returning Councillors.

ENQUIRIES : Mr E Ndou at 082 496 4271
APPLICATIONS : Applications must be submitted electronically via email to: recruit1@phakipersonnel.co.za
 For application enquiries contact, Rebecca Hatlane Tel No: (011) 941 1953

POST 41/03 : **DIRECTOR: MUNICIPAL FINANCIAL SYSTEMS AND AUDIT OUTCOMES**
REF NO: DMFSAO/12/2024

SALARY : R1 216 824 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Public Administration / Management / Accounting / Auditing / Internal Audit/ Municipal Finance at NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management level in the Municipal Finance and Public Finance, Financial Management, Auditing or Internal Auditing field. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Proficiency in MS Word. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Knowledge management. Change management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management, Auditing or Internal Audit. Comprehensive knowledge and understanding of Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, Division of Revenue Act (DoRA) and the General Recognized Accounting Practices (GRAP).

DUTIES : The successful candidate will perform the following duties: Support municipalities in relation to promoting sound financial governance and support to ensure positive audit outcomes. Manage the development of a municipal audit outcomes response plan for all municipalities. Manage the coordination and /or participate in intergovernmental coordinating structures on audit outcomes. Review the assessment on the implementation of municipal specific

remedial plans in selected municipalities. Review the assessment of provincial reports and develop the national report on the implementation of the audit remedial plans. Oversee the coordination of the implementation of policies and guidelines related to financial governance.

ENQUIRIES : Mr E Ndou at 082 496 4271
APPLICATIONS : Applications must be submitted electronically via email to: Recruit2@phakipersonnel.co.za
For application enquiries contact, Koena Tibane Tel No: (011) 941 1953

OTHER POSTS

POST 41/04 : **DEPUTY DIRECTOR: MUNICIPAL HUMAN RESOURCES SYSTEMS REF NO: DD:MHR/13/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Human Resources Management / Public Administration or equivalent at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. A valid driver's license and travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of policy analysis and formulation. Knowledge of local government legislative and policy environment. Local public administration and human resources. Interpretation and application of legislations. Labour Law.

DUTIES : The successful candidate will perform the following duties: Administer the implementation of Municipal Systems Act, 2000 and other relevant legislations applicable to local public administration and human resources. Identify, design and support opportunities for process optimization, enhancement, efficiency and continuous improvement on local government staff establishment programmes through research, leading practice and institutional standards. Develop norms and standard organizational design, strategy, frameworks, policies, processes, procedures and programmes for local government. Develop standardized job descriptions for municipalities in collaboration with municipal stakeholders and perform job content comparisons. Monitor and support the implementation of Chapter 2 of the Municipal Staff Regulations, 2021.

ENQUIRIES : Mr J Maepa at 072 042 7763
APPLICATIONS : Applications must be submitted electronically via email to: Recruit3@phakipersonnel.co.za
For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

POST 41/05 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: DD:RM/14/2024**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting / Financial Management / Public Management at NQF level 7 as recognised by SAQA. 3-5 years' experience in Financial Management and Municipal Finances. Proficiency in MS Excel, MS Word, PowerPoint and Ms Project. A valid driver's license and extensive travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and understanding of the Municipal Finance Management Act (MFMA), the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and the Municipal Systems Act (MSA). Policy Development.

DUTIES : The successful candidate will perform the following duties: Support municipalities with the development and implementation of revenue enhancement initiatives to enhance revenue collection. Monitor and report on credibility of municipal credit controls and debt collection policies and its by-laws. Monitor and report on the payment of government debt to municipalities

by providing support to the provinces as well as through facilitation and coordination of IGR structures relating to the payment of government debt and resolving disputes on government debt. Manage the coordination and development of municipal debt collection and financial recovery plans., including the debt owed to ESKOM and to Water Boards.

ENQUIRIES : Mr M Moatshe at 083 770 1300
APPLICATIONS : Applications must be submitted electronically via email to: Recruit4@phakipersonnel.co.za
For application enquiries contact Lehlohonolo Radebe Tel No: (011) 941 1953

POST 41/06 : **ASSISTANT DIRECTOR: IT AUDIT REF NO: ASD:IT/15/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Systems Auditing or equivalent at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Internal Auditing and IT review environment. 2 years' experience in the use of Data Analytics / Computer Audit Assisted Technique (CAAT's). Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Certified Information Systems Auditor (CISA) and membership of the Information Systems Audit and Control Association (ISACA). TeamMate Audit Management System. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Analytical skills. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. ICT Audit Standards. Operational and information technology audits, (IT General, application and cyber security). Risk management and audit practices. Public Finance Management Act, Treasury Regulations and Public Service Regulatory Framework. Treasury Audits. Effective use of TeamMate Audit management software.

DUTIES : The successful candidate will perform the following duties: Identify and analyse IT risks and provide inputs to develop a draft three-year rolling strategic internal audit plan and annual internal audit plan for the Unit. Manage and execute IT audits to ensure that all audit standards are maintained in the planning, execution, reporting and monitoring. Prepare draft audit report, ensure quality of the draft report and discuss value-adding recommendations with relevant management. Engage internal stakeholders on IT risks and conduct follow-up of IT audits.

ENQUIRIES : Ms T Mmitsi Tel No: (012) 395 4645
APPLICATIONS : Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
For application enquiries contact Akhona Mjajubana, Tel No: (011) 941 1953.

POST 41/07 : **SENIOR INTERNAL AUDITOR REF NO: H&SCOGTA027**

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Internal Auditing at NQF level 6/7 as recognised by SAQA. 2 years' appropriate experience in Internal Audit. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): TeamMate Audit Management System. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability. Communication and teamwork. Technical Competencies: Knowledge of operational and performance audits. Risk management and audit practices. Public Finance Management Act. Treasury Audits.

DUTIES : The successful candidate will perform the following duties: Coordinate the development of audit planning documents which include, the system description and audit program. Conduct audits as per audit programs and complete audit working papers as per auditing standards and internal audit methodology. Raise findings of inadequate controls, prepare draft communication of findings and discuss with management. Follow-up on agreed management action plans.

ENQUIRIES : Ms T Mmitsi Tel No: (012) 395 4645

- APPLICATIONS** : Applications must be submitted electronically via email to: cogta027@hslabour1.co.za. For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/08** : **SENIOR SCM PRACTITIONER: ACQUISITION MANAGEMENT REF NO: H&SCOGTA028**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Logistics / Purchasing / Supply Chain Management or equivalent at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability, Communication and teamwork. Technical Competencies: In-depth knowledge of Public Finance Management Act. Preferential Procurement Policy Framework Act. Framework for Supply Chain Management. Transversal systems i.e LOGIS and BAS. Tender and contract administration.
- DUTIES** : The successful candidate will perform the following duties: Source quotations from service providers in Central Supplier Database (CSD) according to threshold values determined by the National Treasury. Execution of the bidding process. Provide secretariat services to the Bid Evaluation Committee. Compilation of prospective list of service providers for quotations as per Central Supplier Database (CSD).
- ENQUIRIES APPLICATIONS** : Mr S Ndaliso Tel No: (012) 334 0600
: Applications must be submitted electronically via email to: cogta28@hslabour1.co.za. For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/09** : **SENIOR STATE ACCOUNTANT REF NO: H&SCOGTA029**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: A three-year National Diploma or Bachelor's Degree in Accounting / Auditing at NQF level 6/7 as recognised by SAQA. 2 years' experience in the relevant field. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Basic Accounting System (BAS) and PERSAL System. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning and execution. Reliability, Communication and teamwork. Technical Competencies: Knowledge and understanding of Public Finance Management Act and the Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence. Basic Accounting System (BAS) and PERSAL systems. Data capturing and management.
- DUTIES** : The successful candidate will perform the following duties: register all incoming payments, claims and invoices from NPO's. Track processing of invoices, journals, update register, and follow up on outstanding documents. Performance of reconciliations utilizing financial templates and ensure that procedures and policies are complied with. Support the achievement of Community Work Programme (CWP) objectives and targets. Perform any other duties assigned.
- ENQUIRIES APPLICATIONS** : Ms Z Mahonono Tel No: (012) 334 5701
: Applications must be submitted electronically via email to: cogta029@hslabour1.co.za
: For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192
- POST 41/10** : **SCM CLERK REF NO: H&SCOGTA030**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: A Gade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal relations. Planning execution. Reliability. Communication and teamwork. Technical Competencies: Supply Chain Management. Asset Management. Systems such as LOGIS and BAS.
- DUTIES** : The successful candidate will perform the following duties: Implement effective and efficient Supply Chain Management System. Ensure sound management

of assets, inventory and consumables. Ensure the physical verification of assets and the stock count /stock taking of inventory and consumable items. Ensure sound management of losses, write-offs redundant and disposal of assets, inventory and consumables.

ENQUIRIES
APPLICATIONS

- : Ms Z Mahonono Tel No: (012) 334 5701
 - : Applications must be submitted electronically via email to:
cogta30@hslabour1.co.za
- For application enquiries contact, Elginita Moodley Tel No: (011) 468 4192