

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.

- APPLICATIONS** : for application enquiries contact Asanda Mpelwana. Basadzi Media and Personnel PTY (LTD) has been appointed to the Response Handling for these COGTA vacant positions.
- CLOSING DATE** : 14 April 2021
- 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 www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) 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 at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a 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, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the 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. 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

OTHER POSTS

- POST 10/01** : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL**
REF NO: COGTA21/01/DDG
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification with 3 to 5 years' experience in Office Management and Administration Environment. 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: Executive Office Management. Advanced computer proficiently. Knowledge of Cabinet/ Parliamentary functions. Local government, policies and systems. NB: Shortlisted candidates will be required to write a technical exercise as part of the selection process.
- DUTIES** : The successful candidate will perform the following duties: Quality assuring, assessing and summarizing content of incoming and outgoing submission and correspondences. Coordinate branch compliance matters. Consolidate branch contributions in preparation for quarterly review meeting, strategic plan, top management meeting and Ministerial executive committee. Coordinate the cabinet and Parliamentary matters related to the branch. Coordinate budget and monitor expenditure of the branch. Provide secretariat services of Branch meetings, forums and coordinate the implementation of decision taken.
- ENQUIRIES** : Dr M Tau Tel No: (012) 848 4601
- APPLICATIONS** : cogta01@basadzi.co.za

POST 10/02 : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: COGTA21/02/DDLM**

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Supply Chain Management/ Logistic Management or equivalent qualification with 3 to 5 years' experience in Supply Chain Management/ Procurement and Logistics. 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: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e. LOGIS and BAS. Tender and contract administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Manage, maintain and exercise control over logistic management functions and operations. Manage the payments of suppliers within 30 as prescribed by Treasury Regulation 8.2.3. Manage the process of recording the issued orders, received and paid invoices. Manage and maintain the LOGIS Information System (Transversal System).

ENQUIRIES : Ms S Motshwanedi Tel No: (012) 334 0822
APPLICATIONS : cogta02@basadzi.co.za

POST 10/03 : **DEPUTY DIRECTOR: GOVERNANCE SUPPORT REF NO: COGTA21/03/DDGS**

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Development Studies or equivalent qualification with 3 to 5 years' experience in a related field. A valid driver's licence. The successful candidate is expected 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: Local Government Legislation (especially the Municipal Structures Act.) Monitoring and support techniques. Interpretation and analysis techniques.

DUTIES : The successful candidate will perform the following duties: Administer and implement selected provisions in the Local Government: Municipal Structures Act relating to governance, including the following: Monitor the election of Speakers, Mayors/ Executive Mayors, EXCOs, MAYCOs, Chairpersons of Sub-Councils, Whips (and the removal from office of these municipal office-bearers) Monitor the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council through data collection and convening of engagements with stakeholders. Support stakeholders (Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in municipalities. Provide secretarial support to the National Association of MPACs (NAMPAC). Monitor compliance with the Code of Conduct for Councilors.

ENQUIRIES : Dr K Naidoo Tel No: (012) 395 4616
APPLICATIONS : cogta03@basadzi.co.za

POST 10/04 : **ASSISTANT DIRECTOR: DISASTER RESPONSE COORDINATION REF NO: COGTA21/04/ADDRC**

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Development Studies, Environmental, Social Science, Disaster Management or equivalent qualifications. A minimum of 3 to 5 years' experience in Disaster Risk Management field or related field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & decision making. Project Management. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written).

<u>DUTIES</u>	:	<p>Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, the region and internationally. Provincial and Local Government environment. Intergovernmental Relations.</p> <p>The successful candidate will perform the following duties: Coordination of disaster response process: Coordinate the mobilization of resources across sectors before, during and after the disaster occurrences. Conduct disaster damage assessments and facilitate disaster classification process. Maintain the disaster incident reporting system. Update and maintain the database on disaster classifications and declarations. Monitor and report on the disaster grant-funding to organs of state. Assist in the review and updating of guidelines on classification and declaration processes. Facilitate the development, review and assessment of the disaster response and contingency plans of organs of state. Participate in the task teams on disaster planning and response. Coordination of disaster recovery process: Analyse and assess the progress of implementation of reconstruction and rehabilitation projects. Monitor the professional service providers for damage assessments and cost verification. Review and update the PSP standard operating procedures. Inculcate good practices on disaster recovery particularly on the building back better principle. Monitor and evaluate the implementation of disaster intervention measures: Facilitate the establishment of the integrated institutional structures to enable effective disaster response. Monitor and report on the implementation of immediate integrated and appropriate response and relief measures. Capture and populate data in the M&E system. Assist in ensuring compliance with regards to the Division of Revenue Act (DORa) and related frameworks on grants expenditure reporting, transfer of grants, annual review of grant frameworks and DORa. Render support and technical guidance to organs of state, stakeholders and structures on disaster response: Prepare and update reports, represent the department and present reports to relevant structures. Facilitate and coordinate participation of stakeholders in the existing structures for disaster response. Provide technical guidance to stakeholders on the implementation of Disaster Management Act. Assist in the coordination of stakeholders and facilitation of engagements on disaster response matters. Provide secretariat services to relevant structures and engagements within the directorate and the NDMC.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Pitso Tel No: (012) 848 4606 cogta04@basadzi.co.za
<u>POST 10/05</u>	:	<u>ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND REGULATORY FRAMEWORKS REF NO: COGTA21/05/ADPDFR</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria A Grade 12 Certificate, a three-year Bachelor's degree or a National diploma in Development Studies, Environmental, Social Science, Disaster Management or equivalent qualifications. A minimum of 3 to 5 years' experience in Disaster Risk Management or a risk related field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & decision making. Project Management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical competencies: Research. Policy analysis and development. Monitoring and Evaluation techniques and skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide the secretariat function of the Legislated Disaster Management Structure (ie. ICDM and NDMAF). Coordinate the development, amendment and implementation of National Disaster Management policy. Develop a system to measure the overall impact of the implementation of Disaster Management. Coordinate the process of developing the annual Disaster Management report as indicated in the Section 24 of Disaster Management Act, 2002
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Dyssel Tel. No: (012) 848 4608 cogta05@basadzi.co.za
<u>POST 10/06</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NC, WC AND LP) REF NO: COGTA21/06/ADMIGA</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria A three-year Bachelor's degree or a three-year National Diploma in Economic Sciences/Development Studies/Humanities or equivalent qualifications. A minimum of 3 to 5 years' experience in a related field. A valid driver's licence.

The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & 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 through grant administration. 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: Maintain the MIG fund administration system and implementation thereof, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Consolidate the financial and non-financial reports by municipalities as per legislative requirements through the utilization of MIG-MIS. Coordinate projects site visits and assist with the evaluation of site visit reports. Assess the project management unit business plans in line with the funding criteria of MIG and monitor the functionality of the unit. Assess the project business plans of municipalities to meet the general and specific sector requirements.

ENQUIRIES APPLICATIONS : Mr S Mahlangu Tel No: (012) 334 5833
: cogta06@basadzi.co.za

POST 10/07 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES**
REF NO: COGTA21/07/SSAFAS

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Finance Management or equivalent qualifications. A minimum of 3 years' relevant experience in the Finance Expenditure. Generic competencies: Quality of work. Reliability. Communication. Interpersonal Relations. Teamwork. Technical competencies: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS), LOGIS and Safety Web. Computer literacy.

DUTIES : The successful candidate will perform the following duties: Authorisation of BAS journals and payments. Authorisation of LOGIS payments. Reconciliation of creditor's payments. Clearing of suspense accounts.

ENQUIRIES APPLICATIONS : Mr V Mthembu Tel No: (012) 334 0594
: cogta07@basadzi.co.za