

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

<u>CLOSING DATE</u>	:	11 April 2025
<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 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

<u>POST 11/02</u>	:	<u>DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT REF NO: DCSE/25</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' relevant experience at a middle/senior management level in corporate secretariat and executive support environment. 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. Travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Exceptional writing and editing skills. Willingness to work long hours and over weekends. 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: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol.

DUTIES : The successful candidate will perform the following duties: Direct, coordinate and provide secretariat services to all internal decision-making structures such as EXCO, MINEXCO, MINDG and the Director-General's bilateral meetings. Oversee the management and the recording of all action items, resolutions, follow-up and report on all the4 implementation of all resolutions and evaluate the impact. Set up a strategic agenda for all meetings in line with departmental priorities. Provide quality control and assurance on all submissions to the Director-General and Minister. Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Oversee the coordination of Parliamentary Questions, Reports, Engagements and provide support to Portfolio and Select Committees.

ENQUIRIES : Mr. X Xundu Tel No: (012) 334 0643
APPLICATIONS : Applications must be submitted electronically via email to: Recruit1@phakipersonnel.co.za
For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953

OTHER POSTS

POST 11/03 : **CONTROL GISc TECHNOLOGIST GRADE B REF NO: CHTR/35**

SALARY : R1 052 553 per annum
CENTRE : Pretoria

REQUIREMENTS : A three-to-four-year GISc or related Bachelor's degree. Compulsory registration with the South African Geomatics Council (SAGC). Six (6) years of post-qualification GISc Technologist experience. Experience in Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Experience in administration, licensing and application development on ArcGIS online and ArGIS Portal. Proficiency in MS Excel and MS Word. GIS software packages. Driver's License. Travelling. Generic Competencies: Strategic Management and direction. Problem solving and analysis. Decision making. Team Leadership. Analytical skills. Creativity. Self-management. Financial Management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills. Change management. Technical Competencies: In-depth knowledge of: Programme and project management. Legal and operational compliance. Process knowledge and skills. Maintenance skills and knowledge. Systems skills. Geo-Database design and analysis knowledge. Research and development. Creating high performance organisational culture. Technical consulting. Accountability.

DUTIES : The successful candidate will perform the following duties: Develop and manage spatial information applications for line function. Ensure interoperability between systems to maximise efficiency. Publish data into a web based GISc system. Document GISc processes undertaken during optimization and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Allocate, control, monitor and report on all resources and continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to the line function duties. Management of funds to meet the MTEF objectives within the GISc environment/ services. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base and manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve line function objectives. Undertake requirements analysis where GIS projects are deployed. Undertake cost benefit analysis and ensure implementation of GIS Standards. Research, investigate and advice on new GIS technologies. Develop new methods/ technologies for solving spatial data problems. Support provinces and municipalities to build GIS capabilities. Analyse Municipal Spatial Planning tools to guide Strategic Integrated Planning. Support line function to roll out the DDM Spatialisation guideline. Develop and maintain the Integrated Development Planning Information Management System (IDPIMS).

ENQUIRIES : Ms A Ngwenya Tel No: (012) 334 0600 / 079 8917 995
APPLICATIONS : Applications must be submitted electronically via email to: Recruit7@phakipersonnel.co.za

For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953

- POST 11/04** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF NO: DD:CS/26**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Administration/ Business Administration/ Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): Exceptional writing and editing skills. MS Project and MS PowerPoint. Willingness to work long hours and over weekends. 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 on the following: Public Service and departmental prescripts/ policies. Three spheres of government. Corporate Secretariat Best Practices and government procedures. Advanced minute taking. Analytical skills.
- DUTIES** : The successful candidate will perform the following duties: Effective and efficient coordination and management of parliamentary engagements. Capturing and communication of Parliamentary Portfolio and Select Committee resolutions. Effective and efficient coordination and management of Parliamentary Questions. Management and coordination of incoming and outgoing correspondence in the Office of the Director-General. Development and maintenance of the DCoG Strategic Diary.
- ENQUIRIES** : Mr. X Xundu Tel No: (012) 334 0643
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 11/05** : **DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: DD:PR/27**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Business Management/ Development Studies/ Public Administration/ Public Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in strategic planning and reporting. Proficiency in MS Excel, PowerPoint and MS Word. Additional Requirements (Advantage): Ability to use the electronic Quarterly Performance Reporting System (eQPR). 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. Financial management. Interpersonal skills. Communication (verbal and written). Technical Competencies: In-depth knowledge and understanding of: Legislation governing planning and reporting. Data Collection. Analysis and report writing. Research methodology. Strategic Planning Processes.
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development of a Strategic Plan and Annual Performance Plan. Coordinate and facilitate the development of the departmental Annual Operational Plan. Update the quarterly performance reporting system and prepare quarterly performance reports presentations. Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports. Update and monitor the implementation of the Strategic Planning and Reporting Directorate's Annual Operational Plan, including audit and risk action plans.
- ENQUIRIES** : Ms. B Kgwete Tel No: (012) 334 0956
APPLICATIONS : Applications must be submitted electronically via email to: Recruit4@phakipersonnel.co.za
For application enquiries contact: Karabo Mthombeni Tel No: (011) 941 1953
- POST 11/06** : **DEPUTY DIRECTOR: INTERNATIONAL AND DONOR RELATIONS REF NO: DDIDR/28**
- SALARY** : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in International Relations/ Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in International Relations and Donor Coordination. Proficiency in MS Excel and MS Word. A valid driver's license and travelling. Additional Requirements (Advantage): Participating in International Multilateral Fora. 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: International Relations issues and environment. Donor coordination policies and landscape. Research. Donor funding requirements and skills in resource mobilization. Local government policies.

DUTIES : The successful candidate will perform the following duties: Manage and coordinate international relations research in support of the mandate of the Department. Support the participation of the Department at multilateral and other strategic global and regional fora. Manage and monitor the implementation of bilateral agreements and related international relations partnership and activities. Establish, build and maintain relationships with key strategic countries or international institutions in support of the departmental mandate.

ENQUIRIES : Ms T Tembani Tel No: (012) 334 0814
APPLICATIONS : Applications must be submitted electronically via email to: Recruit2@phakipersonnel.co.za
For application enquiries contact: Lehlohonolo Radebe Tel No: (011) 941 1953.

POST 11/07 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DDICT/29**

SALARY : R849 702 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel, MS Word, MS Project and MS PowerPoint. Other Competencies: Microsoft 365 Certified Administrator. Microsoft Certified: Azure Administrator. Microsoft Azure/ Microsoft Windows Certification. 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: The ICT Governance in terms of the Corporate Governance of ICT Policy Framework (CGICTPF). DPSA Cloud Directive. Minimum Information Security Standards (MISS). VMWare/ Microsoft Azure skills. Datacentre Infrastructure Management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills.

DUTIES : The successful candidate will perform the following duties: Manage, implement, maintain and monitor all ICT Infrastructure in compliance with the relevant policies and operations to improve infrastructure costs, performance and end user satisfaction. Manage, implement and monitor ICT availability and capacity management for on-premises and cloud infrastructure. Manage and monitor local area network (LAN) and wide area network (WAN) traffic and report accordingly. Provide third-line technical support services (incidents, problem and change management).

ENQUIRIES : Mr. Paul Ngobese Tel No: (012) 334 4846
APPLICATIONS : Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
For application enquiries contact: Mxolisi Makhasana Tel No: (011) 941 1953

POST 11/08 : **DEPUTY DIRECTOR: LAN/WAN/INTERNET/SECURITY IMPLEMENTATION REF NO: DD:LWISI/30**

SALARY : R849 702 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel and MS Word. Other Competencies: Microsoft Certified: Azure Security Engineer. Microsoft Certified: Azure Administrator. Microsoft Azure/ Microsoft Windows Certification. Additional Requirements (Advantage): MS PowerPoint and MS Project. 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: ICT Governance in terms of the Corporate Governance of ICT Policy Framework (CGICTPF). DPSA Cloud Directive. Minimum Information Security Standards. MISS ICT Security Skills and certification. Datacentre Infrastructure Management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills.

DUTIES : The successful candidate will perform the following duties: Manage and monitor the implementation and updates of ICT Infrastructure operations to improve infrastructure costs, performance and end user satisfaction. Manage and monitor the implementation of ICT security policy across the ICT environment. Provide third-line technical support services (Incidents, problem and change management). Manage and monitor the local area network (LAN) and wide area network (WAN) traffic and report accordingly. Management functions.

ENQUIRIES : Mr. P Ngobese Tel No: (012) 334 4846
APPLICATIONS : Applications must be submitted electronically via email to: Recruit9@phakipersonnel.co.za
For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953

POST 11/09 : **DEPUTY DIRECTOR: DEVELOPER (SHAREPOINT, NET, JAVA) REF NO: DDSNT/31**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Information Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): PL-100: Microsoft Power Platform App Maker certification or MB-500: Microsoft Dynamics 365: Finance and Operations Apps Developer Certification. 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: Software Development: Java J2EE, HTML, JSP, JavaScript, XML, SOAP. Microsoft Technologies: C#, ASP.NET, SharePoint, CRM, PowerApps and Power Automate. Database Management: Microsoft SQL Programming, Entity Relationship Design, Data Modelling. Application and System Design: System Specification, Design and Implementation. Configuration and Deployment: Configuration and implementation of Application Servers.

DUTIES : The successful candidate will perform the following duties: Conceptualize, design, develop and test custom software applications utilizing SharePoint, ASP.NET, C#.NET, Java, SQL Server, and web technologies. Extend and enhance the functionality of existing software products to meet evolving business needs. Work closely with project managers, business analysts and other team members to ensure the successful delivery of software solutions. Establish and document coding standards ensuring consistency and maintainability across development projects. Diagnose and resolve application issues, ensuring optimal performance and user satisfaction.

ENQUIRIES : Mr. A Ngcwabe Tel No: (012) 334 0850
APPLICATIONS : Applications must be submitted electronically via email to: Recruit5@phakipersonnel.co.za
For application enquiries contact: Puseletso Mampuru Tel No: (011) 941 1953.

POST 11/10 : **DEPUTY DIRECTOR: INFORMATION AND RECORDS MANAGEMENT REF NO: DDIRM/32**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Science/ Archival Studies/ Archives and Records Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Records Management and Registry Services. Electronic Document Management System (EDMS) Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): Honors Degree in Information Science or Records Management. National Archives Certificate in Records and Archives Management. 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: Records Management and Registry. Policy analysis and formulation. Fire Plan. National Archives and Records Service Act No. 43 of 1996 as amended. Electronic Communications and Transactions Act No. 25 of 2002. Protection of Personal Information Act No. 4 of 2013 (POPI Act). Promotion of Administrative Justice Act No. 3 of 2000. Public Finance Management Act No. 1 of 1999. Promotion of Access to Information Act No. 2 of 2000. Minimum Information Security Standard (MISS). South African National Standards – SANS 15489 – on information and documentation.

SANS 16175-2:2014 information & documentation-principles and functional requirements of records on electronic office environment.

DUTIES : The successful candidate will perform the following duties: Develop, implement and monitor policies and procedure manuals. Manage, review and maintain records management systems. Develop, implement and monitor critical records programme. Manage and maintain Electronic Document Management System (EDMS).

ENQUIRIES : Mr. A Ngcwabe Tel No: (012) 334 0850
APPLICATIONS : Applications must be submitted electronically via email to: Recruit10@phakipersonnel.co.za
For application enquiries contact: Koena Tibane Tel No: (011) 941 1953

POST 11/11 : **DEPUTY DIRECTOR: GOVERNANCE, RISK, AUDIT AND PROJECT MANAGEMENT REF NO: DDGRAPM/33**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems/ Computer Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk Audit/ Compliance and Corporate Governance of ICT environments. Proficiency in MS Excel and MS Word. Additional Requirements (Advantage): MS PowerPoint and MS Project. 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: DPSA Corporate Governance ICT Framework. Enterprise Risk Management Framework. Risk and Information Systems Control (CRISC), COBIT and ITIL.

DUTIES : The successful candidate will perform the following duties: Manage the development of strategic three year rolling and operational/ annual risk-based information technology (IT) internal audit plans. Develop and manage policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Manage and monitor implementation of ICT governance and compliance. Develop, update and monitor project management methodology and templates.

ENQUIRIES : Ms N Seabela Tel No: (012) 334 4609
APPLICATIONS : Applications must be submitted electronically via email to: Recruit11@phakipersonnel.co.za
For application enquiries contact: Rebecca Hatlane Tel No: (011) 941 1953

POST 11/12 : **DEPUTY DIRECTOR: FACILITIES AND OHS MANAGEMENT REF NO: DDFOM/34**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Management/ Logistics Management/ Built Environment or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Facilities Management field. Proficiency in MS Word. Additional Requirements (Advantage): MS Excel and MS PowerPoint. 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 in: Supply Chain Procurement processes. Public Finance Management Act. Treasury Regulations. National Environmental Management Act, 1998. The National Building Regulations and Building Standards Act, 1997. Occupational Health and Safety Act, 1993 – Building and Maintenance Services. Contract and property management.

DUTIES : The successful candidate will perform the following duties: Manage office and parking space planning and allocations. Manage building maintenance i.e., general assistance, minor repairs, cleaning and hygiene services. Verify and certify invoices for building rentals, municipal services and service providers. Manage buildings compliance with health and safety standards.

ENQUIRIES : Ms M Modise Tel No: (012) 395 4707
APPLICATIONS : Applications must be submitted electronically via email to: Recruit8@phakipersonnel.co.za
For application enquiries contact: Koena Tibane Tel No: (011) 941 1953

POST 11/13 : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING REF NO: H&SCOGTA031**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria

- REQUIREMENTS** : A three-year National Diploma or Bachelor's Degree in Urban/ Town and Regional Planning, Development Planning or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Valid Driver's License. Extensive travelling. Proficiency in MS Excel, MS PowerPoint and MS Word. 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. Research principles. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local government policy and legislative framework. Development planning. Urban development related to local government legislation, policies, regulations and frameworks. Municipal Infrastructure Development. Town and Regional Planning principles and methodologies.
- DUTIES** : The successful candidate will perform the following duties: Manage the coordination of the institutionalization of long-term infrastructure planning and asset management practices in municipalities in collaboration with MISA and other relevant institutions. Manage the development of policy frameworks and conditionalities for grants utilization to support sustainable infrastructure delivery. Manage the Intermediate City Municipalities Support programme as part of the implementation of the Integrated Urban Development Framework (IUDF). Provide advice to municipalities on Urban Development and Planning in line with the legislative framework.
- ENQUIRIES APPLICATIONS** : Ms S Malaza Tel No: (012) 395 4661
Applications must be submitted electronically via email to: cogta031@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
- POST 11/14** : **ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING REF NO: H&SCOGTA032**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Pretoria
- REQUIREMENTS** : A three-year National Diploma or Bachelor's Degree in Urban/ Town and Regional Planning/ Economics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. 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. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local government policy and legislative framework. Development Planning. Urban development related to local government legislation, policies, regulations and frameworks. Municipal Infrastructure Development. Town and Regional Planning principles and methodologies.
- DUTIES** : The successful candidate will perform the following duties: Advise on alternative infrastructure financing options and models in collaboration with MISA, National Treasury and other relevant institutions. Administer grant policy framework and conditionalities to support sustainable infrastructure delivery. Coordinate relevant structures and forums as part of the implementation of government urban development policies and frameworks. Provide secretariat services for the unit.
- ENQUIRIES APPLICATIONS** : Ms S Malaza Tel No: (012) 395 4661
Applications must be submitted electronically via email to: cogta032@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
- POST 11/15** : **ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: H&SCOGTA033**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Pretoria
- REQUIREMENTS** : A three-year National Diploma or Bachelor's Degree in Development Planning/ Economics or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. 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. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local Economic Development. LED Policy. Development Planning. Economic Development Trends. Public Administration.
- DUTIES** : The successful candidate will perform the following duties: Coordinate development of economic development policy and strategies across government to support implementation of LED. Facilitate the alignment of IDP's and PGDS's to national priorities and local economic development initiatives. Facilitate LED programme through collaborative partnerships. Assist in mobilizing donor funding and coordinating

donor activity in LED. Monitor implementation of the LED policy framework to strengthen implementation of Local Economic Development programs in Municipalities.

ENQUIRIES : Ms V Sibelekwana Tel No: (012) 336 5836
APPLICATIONS : Applications must be submitted electronically via email to: cogta033@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

POST 11/16 : **ASSISTANT DIRECTOR: MIG ADMINISTRATION REF NO: H&SCOGTA034**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Social Sciences/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. 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. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Data management and modelling. Strategic analysis.

DUTIES : The successful candidate will perform the following duties: Facilitate commitments levels in Gauteng, Free State and Mpumalanga Provinces. Manage MIG transfers to municipalities in Gauteng, Free State and Mpumalanga Provinces. Facilitate MIG expenditure reporting for Gauteng, Free State and Mpumalanga Provinces. Facilitate and support MIG compliance in Gauteng, Free State and Mpumalanga Provinces.

ENQUIRIES : Mr W Heydenreich at 066 4784 397
APPLICATIONS : Applications must be submitted electronically via email to: cogta034@hslabour1.co.za
For application enquiries contact Elginita Moodley Tel No: (011) 468 4192