

**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**

: 06 June 2025

**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 17/01**: **DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME REF NO: DCOG-DDG****SALARY**

: R1 741 770 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

**CENTRE REQUIREMENTS**

: Pretoria

: A qualification at NQF level 8 as recognised by SAQA plus 8 years' experience at a Senior Managerial level. Experience in a similar programme will be an added advantage. Proficiency in MS Word, MS Excel and MS PowerPoint. The

Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Both government and private sector Infrastructure Development approaches. The link between Infrastructure Development and Economic Development. Public-private partnerships. Poverty eradication and job creation. Community Development approaches. Exceptional understanding of the system of Cooperative Governance.

<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide strategic leadership and guidance in the management of the implementation of the Community Work Programme. Oversee management of partnerships, development of norms and standards and provisioning of innovative solutions. Provide strategic support on the organizational development intervention and implementation of a monitoring, reporting and evaluation system. Provide strategic leadership and guidance in the coordination of strategic partnerships, special projects and implementation of capacity building for the programme. Oversee management of finance audit and contract risks for the program.
<b><u>ENQUIRIES</u></b>	:	Content related enquiries: Ms Amanda Jacobs at 066 484 5045 or <a href="mailto:AmandaJ@cogta.gov.za">AmandaJ@cogta.gov.za</a>
	:	Administrative related enquiries: Ms Ezre van Wyk Tel No: (012) 334 0638 or 064 850 8845
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:Recruitment01@cogta.gov.za">Recruitment01@cogta.gov.za</a>
<b><u>POST 17/02</u></b>	:	<b><u>DIRECTOR: MONITORING AND EVALUATION REF NO: H&amp;SCOGTA038</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' experience at a middle/ senior management level specializing in Monitoring and Evaluation. Experience in strategic planning would be an added advantage. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word, MS Excel and MS PowerPoint. A valid driver's license. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Policy framework for the government-wide Monitoring and Evaluation System, 2005. Framework for managing Programme Performance Information, 2007. Service Delivery Improvement Plan Directive, 2019. Public Service Regulations, 2016, as amended. Public Finance Management Act, No. 1 of 1999. Framework for managing Programme Performance Information, 2007. Revised framework for strategic plans and annual performance plans.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide leadership and oversight on the monitoring and evaluation of projects, quarterly and annual performance information reported by programmes. Provide leadership and oversight on the monitoring and implementation of the Medium-Term Development Plan priorities. Provide leadership and oversight on the development of the Service Delivery Improvement Plan and ensure that is effectively monitored and implemented. Provide leadership and oversight on the development of standardized sector indicators in collaboration with provincial CoGTAs and entities and analyse their quarterly performance reports. Sound corporate governance.
<b><u>ENQUIRIES</u></b>	:	Mr X Xundu Tel No: (012) 334 0643
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:cogta038@hslabour1.co.za">cogta038@hslabour1.co.za</a>

For application enquiries contact: Elginita Moodley Tel No: (011) 468 4192

<b><u>POST 17/03</u></b>	:	<b><u>DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: H&amp;SCOGTA039</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An undergraduate qualification in Public Administration/ Local Government/ Development Management or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' experience at a middle/ senior management level. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word and MS Excel. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Advanced project coordination skills. Advanced project/ programme management development. Planning and organizing. Project/ programme formulation. Project monitoring and evaluation.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of municipal infrastructure projects. Manage the coordination of monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Oversee the coordination of municipal support (s154) and implementation of interventions (s139) in municipalities in collaboration with provinces.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Nolwazi Njokweni at 082 8107197 Applications must be submitted electronically via email to: <a href="mailto:cogta039@hslabour1.co.za">cogta039@hslabour1.co.za</a> For application enquiries contact: Elginita Moodley Tel No: (011) 468 4192
<b><u>POST 17/04</u></b>	:	<b><u>DIRECTOR: MUNICIPAL HUMAN RESOURCE SYSTEMS REF NO: H&amp;SCOGTA040</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Undergraduate qualification in Law / Human Resource Management or equivalent qualification (NQF 7 as recognized by SAQA). At least 5 years relevant experience at 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 and MS PowerPoint. A valid driver's license and intensive travelling. Additional Requirements (Advantage) MS Project. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Municipal Structure Act. Municipal Systems Act. Public Service Local Government Transformation. Monitoring and evaluation techniques. Policy formulation. Cooperative governance.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop, coordinate, monitor norms and standards for post provisioning, advise municipalities on organisational design frameworks, change management interventions and evaluate the affordability and sustainability of municipal wage

and salary bill. Develop, coordinate the implementation of policy and guidelines on staff performance management systems, monitor and support the implementation of Disciplinary Regulations, including disclosure of interest. Provide job descriptions guidelines and job evaluation systems. Regulate and conduct competency assessments in local government in compliance with Municipal Systems Act and its Regulations. Develop policy and administer the implementation of local government competency framework and assessment batteries and determine the annual adjustments for the upper limits of the salaries and allowances of Councillors and Senior Managers. Monitor appointment of Senior Managers with necessary qualifications, skills and experience in line with the Municipal Systems Act and its Regulations and advise the Department with Labour Disputes referrals from Municipalities.

**ENQUIRIES  
APPLICATIONS**

: Mr T Motlashuping at 066 484 5062  
: Applications must be submitted electronically via email to:  
[cogta040@hslabour1.co.za](mailto:cogta040@hslabour1.co.za)  
For application enquiries contact: Elginita Moodley Tel No: (011) 468 4192

**OTHER POST**

**POST 17/05**

: **ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE AND  
CONTRACT LAW SUPPORT REF NO: ASD-ADMINCOMLW/57**

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Pretoria  
: A three-year National Diploma/ Bachelor's Degree in Legal or equivalent qualification (at NQF level 6/7 as recognised by SAQA). At least 3-5 years' experience in compliance, legal or regulatory roles. Knowledge and understanding of Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA). Drafting/ writing skills. Excellent verbal and written communication in English. Ability to work under pressure, independently and as part of a team. Initiative and result driven. Analytical. Proficient in MS Excel and MS Word. Additional Requirements (Advantage): Advance Certificate in Compliance Management. Member of the Compliance Institute of Southern Africa. Knowledge and understanding of the Public Service Compliance Framework. 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: Conducting legal research. Interpretation of statutes. Drafting of legislations and/or policies. Knowledge of applicable legislation in public service.

**DUTIES**

: The successful candidate will perform the following duties: Compile and update the compliance universe register. Review existing and new policies to ensure that they are aligned to applicable legislations. Compliance Administration, such as monthly / quarterly reporting in the Department. Assist in the management of Promotion of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) related queries (internal and external). POPIA and PAIA Administration with the Information Regulator.

**ENQUIRIES  
APPLICATIONS**

: Ms Manahano Mokone Tel No: (012) 336 5813  
: Applications must be submitted electronically via email to:  
[Recruit8@phakipersonnel.co.za](mailto:Recruit8@phakipersonnel.co.za)  
For application enquiries contact, Koena Tibane Tel No: (011) 941 1953