

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

: 30 May 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 16/01**: **DIRECTOR: CWP PARTICIPANT ADMINISTRATION REF NO: DCWPPA/25/40****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
REQUIREMENTS**

: Pretoria

: An undergraduate qualification in Information Technology (Software Development) or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' relevant 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, MS Excel and MS PowerPoint. A valid driver's license and extensive travelling. Additional Requirements (Advantage): Postgraduate qualification in Information Technology. 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: MB-500, Microsoft Dynamics 365 Finance and Operations Apps developer. Microsoft Dynamics 365 Finance and Operations (FnO)/ ERP. The Public Finance Management Act (PFMA). Treasury Regulations. Division of Revenue Act (DORA). Municipal Finance Management Act (MFMA). Data Management.

- DUTIES** :
- The successful candidate will perform the following duties: Manage the development, implementation and review CWP financial policies, procedure manuals and management of internal and external audit. Oversee the development and implementation of internal controls, monitoring and early warning systems. Oversee the development, implementation, and maintenance of CWP Integrated Management System (IMS) and Management of transition into new ERP system and play a lead-ing role in the development process. Oversee the administration of the monthly payment of CWP Participant stipends and effect control to eliminate payment to ghost participants, monthly data clean up and stakeholder management (Internal IT, SITA, DPSA, DHA. SARS, SASSA and Provinces) etc. Coordinate the management of risk, monthly, quarterly, annually and ad hoc reporting.
- ENQUIRIES APPLICATIONS** :
- Mr M Skenjana at 082 856 1252
- 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 16/02** :
- DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DDRM/25/44**
- SALARY CENTRE REQUIREMENTS** :
- R896 436 per annum (Level 11)
- Pretoria
- A three-year National Diploma or Bachelor's Degree in Risk Management/ Internal Audit or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk Management or Internal Audit. Proficiency in MS Excel and MS Word. 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: The Public Finance Management Act and Treasury Regulations. Laws, regulations, legislation affecting the public sector. Corporate governance. Risk assessments. Risk management and auditing practices. Development of policies and strategies.
- DUTIES** :
- The successful candidate will perform the following duties: Develop/ review and implement risk management, ethics and fraud prevention policies, strategies and annual implementation plans. Conduct the operational risk assessment process aligned to the strategic plan, objectives, operational plans and resultant risk profile of the Department. Monitor and report the status of operational risks and adherence to risk management processes within the Department. Coordinate the implementation and reporting of ethics management programme, anti-corruption plans and awareness campaigns. Coordinate the implementation and reporting of business continuity management within the Department. Coordinate, support and report the combined assurance processes.
- ENQUIRIES APPLICATIONS** :
- Ms Nqobile Bembe Tel No: (012) 334 0959/072 886 2129
- Applications must be submitted electronically via email to: Recruit11@phakipersonnel.co.za
- For application enquiries contact Lehlohonolo Radebe Tel No: (011) 941 1953.
- POST 16/03** :
- ASSISTANT DIRECTOR: RECRUITMENT REF NO: ASDRECR/25/45**
- SALARY** :
- R468 459 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A 3-Year National Diploma or Bachelor's degree in Human Resources Management / Public Administration / Public Management or equivalent qualification at NQF 6/7 as recognised by SAQA. At least 3 years' experience in Human Resource environment. Proficient in MS Word, MS PowerPoint and MS Excel and Microsoft Online Applications. PERSAL. Additional Requirements (Advantage): Supervisory experience will be an added advantage. 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: In-depth knowledge of: Human Resources prescripts and interpretation. Policy development and implementation. Recruitment & selection norms & standards. Human Re-source management policy.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the implementation of effective recruitment and selection, contract appointments, internal and ex-ternal transfers as well as secondment processes. Facilitate the appointment and contract management of recruitment service providers. Facilitate the development and implementation of recruitment related human resource strategies, policies and guidelines. Maintain recruitment data, analyse, prepare and submit monthly, quarter-ly and annual reports and presentations to the Department of Public Service and Administration and other internal and external stakeholders. Execute supervisory functions over the recruitment and selection team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ET Mashaphu at 064 750 6006
	:	Applications must be submitted electronically via email to: Recruit3@phakipesonnel.co.za .
	:	For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953.
<u>POST 16/04</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION, TRAINING AND RESEARCH REF NO: ASDEDTR25/48</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Disaster Risk Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Disaster Risk Management. Proficiency in MS Office package. Email. Internet. Additional Requirements (Advantage): Drivers License and intensive 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: In-depth knowledge of: Disaster management legislation, frameworks and policies. Project management methodologies. Functioning of provincial and local government. Skills development and training. Research.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the development of disaster management programmes in collaboration with institutions of higher learning. Facilitate career development in disaster management through the bursary programme. Facilitate formal and informal Disaster Risk Management capacity building for professionals, learners and officials in government. Facilitate the development and implementation of the disaster management research agenda.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cynthia Nonjola Tel No: (012) 848 4614
	:	Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
	:	For application enquiries contact: Mxolisi Makhasana Tel No: (011) 941 1953.
<u>POST 16/05</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: H&SCOGTA035</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's license and travelling.

		Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement guidelines and compile templates on disaster damage assessments, keep a record of incidences, classification and declaration process. Record and verify disaster funding applications in line with the Disaster Grant Funding Framework and follow-up on the expenditure reports from Disaster Grant Funding recipients. Develop and communicate to organs of state guidelines and Standard Operating Procedures (SOP's) on national seasonal disaster contingency plans to ensure effective preparedness, response and recovery to the effects of seasonal hazards. Coordinate the activation of the National Disaster Operation Centre and the syndication of the preparedness, response and recovery work between the Directorate and other NDMC line functions during disaster response and recovery interventions. Provide secretariat functions to Disaster Response Coordination structures and engagements for the Directorate.
<u>ENQUIRIES</u>	:	Ms M Pitso Tel No: (012) 848 4606/ 060 984 5939
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: cogta035@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/06</u>	:	<u>ADMINISTRATIVE ASSISTANT: POLICY, INSTITUTIONAL DEVELOPMENT AND COMPLIANCE MANAGEMENT REF NO: H&SCOGTA036</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.
<u>ENQUIRIES</u>	:	Mr J Dyssel Tel No: (012) 848 4608 or 082 495 1820
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to cogta036@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/07</u>	:	<u>ADMINISTRATIVE ASSISTANT: FIRE SERVICES REF NO: H&SCOGTA037</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment.

ENQUIRIES
APPLICATIONS

Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.

: Mr RG Hendricks at 0832857050

: Applications must be submitted electronically via email to:
cogta037@hslabour1.co.za

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