

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>	:	19 September 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 the 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 to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. 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. People with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 32/04</u>	:	<u>WAGE ADMINISTRATOR REF NO: DCOG-WA</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants for completeness, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with site management staff on outstanding and/or incorrect personal and payment

information. Follow-up progress with payments, payment rejections and resubmit. Administer CWP wage payment queries, deactivation of all ineligible and ghost participants.

ENQUIRIES
APPLICATIONS

: Ms Tshepo Motau at 079 690 7830
: Applications must be submitted electronically via email to:
Recruitment04@cogta.gov.za

POST 32/05

: **SECURITY OFFICER REF NO: DCOG-SO**

SALARY
CENTRE
REQUIREMENTS

: R163 680 per annum (Level 03)
: Pretoria
: A Grade 12 Certificate or equivalent qualification and registration with PSIRA Grade C. No experience required. Proficiency in MS Excel and MS Word. Other: Basic Security Officer Training. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National security environment and security policies. Relevant legislation related to public security and access control, including the Minimum Information Standards (MISS) act. Relevant emergency procedures.

DUTIES

: The successful candidate will perform the following duties: Ensure effective access control function. Patrolling and monitoring of the premises. Ensure full completeness of security registers.

ENQUIRIES
APPLICATIONS

: Mr Derek Pretorius Tel No: (012) 334 4710
: Applications must be submitted electronically via email to:
Recruitment05@cogta.gov.za