

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

<u>CLOSING DATE</u>	:	20 February 2026
<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. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. 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 04/10</u>	:	<u>DIRECTOR: IGR SECRETARIAT AND CABINET SUPPORT REF NO: D-ISCS-01</u>
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : A National Senior Certificate and an undergraduate qualification in Political Science/ Public Administration/ Management or equivalent qualification (NQF 7 as recognised by SAQA). A minimum of 5 years' experience at middle/ senior managerial level in IGR Secretariat and Cabinet Support environment. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Added Advantage: Exceptional writing skills. Core 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: Intergovernmental Relation System, public service and departmental prescripts/ policies/ ministerial handbook, political landscape of government, three spheres of government, the government priorities of South Africa, high level of ethical conduct.
- DUTIES** : The successful candidate will perform the following duties: Manage and facilitate the establishment of relevant IGR structures as stipulated in Chapter 2 of the IGRFA. Oversee the development of procedures and processes for Intergovernmental Relations Structures based on the principles of the IGRFA. Oversee the provision of secretariat services to intergovernmental relations forums such as PCC, MINMEC, IMC, ICDM, JEXCO and technical meetings. Direct and manage the recording of resolutions, follow-ups and report on the implementation of IGR forums decision matrix. Provide cluster and cabinet support to the Director-General and Minister.
- ENQUIRIES** : Mr X Xundu Tel No: (012) 334 0643
For application enquiries contact: To the T Recruitment at 067 391 7387
- APPLICATIONS** : Applications must be submitted electronically via email to: dcog9@tttrecruitment.co.za

OTHER POSTS

- POST 04/11** : **DEPUTY DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: DDSUDP004**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11)
: Pretoria
- REQUIREMENTS** : A National Senior Certificate and a 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 related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license. Intensive travelling. Added Advantage: Registration with SACPLAN as a Technical/ Professional Town Planner will be an added advantage. 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: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning e.g. land use analysis and planning etc. Smart city design and small towns regeneration or refurbishment strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage municipal spatial planning tools to guide strategic integrated development. Manage the implementation of the Small-Town Regeneration Strategy. Manage the implementation of the Smart Cities Framework (SCF) in municipalities through the development and implementation of smart city initiatives. Manage the development of Town Planning and GIS capacity strategy for the enhancement of planning skills in the municipalities. Manage the facilitation of land use management queries in the department.
- ENQUIRIES** : Ms A Ngwenya at 079 891 7991
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103
- APPLICATIONS** : Applications must be submitted electronically via email to: response3@multilead.co.za

POST 04/12 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: ADLGOS005**

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Local Government / Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. 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: Knowledge and understanding of Local Government legislation, such as the Municipal Systems and Structures Act. Local Government Structures and Systems, especially in the KZN province. Project coordination skills. Stakeholder engagement. Project/ programme management in the Built environment. Project/ programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Coordinate and support the municipal support implementation plans processes across the spheres of government. Monitor and report on municipal governance, institutional capacity and compliance with legislation and regulations. Support and monitor initiated provincial and municipal interventions. Coordinate departmental projects e.g. Imbizo oversight visits, complaints, Ministerial/ DG outreach programmes.

ENQUIRIES : Mr S Maripane at 060 983 6796
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103

APPLICATIONS : Applications must be submitted electronically via email to: response4@multilead.co.za

POST 04/13 : **SENIOR ADMIN OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: SAO-ODG-02**

SALARY : R397 116 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in Office Management. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Reliability, Verbal and written Communication, Teamwork. Technical Competencies: In- depth knowledge of: Office Management, Advanced computer proficiency, Coordination and Consolidation of documents, Organising.

DUTIES : The successful candidate will perform the following duties: Coordinate the electronic diary of the Director-General including the scheduling of meeting (daily, weekly, monthly) compilation of the Director-General diary. Co-ordinate all the correspondence in the office of the Director-General, Office of the Minister, Sector Departments, Spheres of Government, the department and external clients. Provide administrative support in relation to travelling bookings, claims and transport etc. Render support services in developing and maintaining the document management system to ensure proper workflow in the Director-General's office. Provide secretariat services to Director-General meetings.

ENQUIRIES : Ms M Bakhane Tel No: (012) 334 0628/0629
For application enquiries contact: To the T Recruitment at 067 391 7387

APPLICATIONS : Applications must be submitted electronically via email to: dcog10@tttrecruitment.co.za