



cogta

Department:
Cooperative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

CHIEF DIRECTORATE:

MUNICIPAL INFRASTRUCTURE

POST TITLE : CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE
SALARY : R 1 189 338- 1 422 012 PER ANNUM
(All inclusive SMS management service package)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years' experience at a senior managerial level within the infrastructure planning and development environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge of relevant legislations (MFRA, MPRA, MFMA, Municipal Systems Act)
- Knowledge of legal compliance
- Knowledge of project management, ppolicy analysis and strategic planning
- Knowledge of infrastructure development and programme management
- Knowledge of financial management and supply chain management
- Knowledge of the structure and functioning of government as well as Infrastructure development environment in South Africa
- Knowledge of operation and maintenance planning and implementation
- Engineering and professional judgment
- Strategic capability and leadership skills
- Planning and organizing as well as time management skills
- Decision making and problem solving skills
- Negotiation and conflict resolution skills
- Team leadership and change management skills
- Management of finances and financial skills
- Project management skills
- Good communication skills (verbal & written)
- Computer literacy in MS office
- A valid code 8 drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to facilitate and monitor infrastructure development within municipalities with the following key responsibilities:

- Manage and facilitate municipal infrastructure development
- Manage and facilitate sustainable service delivery
- Ensure the management of infrastructure finance
- Co-ordinate water sanitation and energy services planning
- Manage the resources of the Directorate.

ENQUIRIES : Ms B Mgutshini

TELEPHONE : 033 897 5656

CHIEF DIRECTORATE:

TRADITIONAL RESOURCE ADMINISTRATION

POST TITLE : CHIEF DIRECTOR: TRADITIONAL RESOURCE ADMINISTRATION
SALARY : R 1 189 338- 1 422 012 PER ANNUM
(All inclusive SMS management service package)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (TRA)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in Public Administration/ Business Management or any related qualification coupled with 5 years' experience at a senior managerial level within the Traditional Affairs environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Knowledge of relevant legislation and policies
- Knowledge of legal prescripts guiding the traditional institution
- Knowledge of public service prescripts
- Knowledge of working with different communities e.g. traditional or rural
- Knowledge of financial management prescripts that guide Traditional councils
- Knowledge of Integrated approach to service delivery
- Understanding and extensive knowledge of traditional institution
- Understanding protocols of the clients
- Knowledge of financial management and programme management
- Knowledge of dominant languages spoken in the provinces for communicating with clients
- Good planning, organising and leadership skills
- Team development and decision making skills
- Networking and presentation skills
- Community development and researching skills
- Good interpersonal relations skills
- Good communication skills (written and verbally)
- Computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide support to the functioning of Houses Traditional Leaders with the following key responsibilities:

- • To enhance good governance and public participation within Traditional Institutional Structures
- To implement and monitor legislation compliance in Traditional Institutions
- To coordinate administrative and operational support to the Houses and Traditional Councils
- To coordinate and implement capacity building programs in Traditional Institutions
- Render Sub-Programme Manager functions

DIRECTORATE:

TRADITIONAL INSTITUTIONAL SUPPORT (CLUSTER 1)

POST TITLE : DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT
SALARY : R 1 005 063 - R 1 183 932 PER ANNUM
(All Inclusive Senior Management Service Package)
CENTRE : PIETERMARITZBURG
REFERENCE : 2/2019 (TRA)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 5 years' experience at a middle/ senior managerial level in an administrative/ traditional affairs environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Sound knowledge and understanding of relevant legislations and policies
- Knowledge of prescripts that guide Public sector

- Knowledge of integrated approach to service delivery
- Knowledge of financial management and financial management prescripts that guide Traditional councils
- Knowledge of programme management
- Understanding of Traditional Institution
- Planning, organising and controlling skills
- Team development and community development skills
- Decision making, presentation and leadership skills
- Research and networking skills
- Good communication skills (verbal & written)
- Computer literacy in MS Office
- A valid code 8 drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage activities of the Traditional Houses with the following key responsibilities:-

- Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses
- Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses
- Ensure effective and efficient systems for traditional councils
- Provide an integrated financial administration services to the Traditional Institutions
- Ensure effective and efficient management of resources.

DIRECTORATE:

TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE : DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS (3 POSTS)
SALARY : R 869 007 - 1 023 645 PER ANNUM
(All Inclusive Middle Management Service Package)
CENTRE : UMKHANYAKUDE, UTHUKELA, UGU
REFERENCE : 3/2019 (TRA)-UMKHANYAKUDE
4/2019 (TRA)-UTHUKELA
5/2019 (TRA)-UGU

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration/ Business Management or any related qualification coupled coupled with 3 years relevant junior management experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Knowledge of relevant legislations as well as financial management prescripts to guide Traditional Councils
- Knowledge and understanding of Traditional Institutional Governance
- Knowledge of National, Provincial and Public Service Policies and Practices
- Knowledge of prescripts that guide Public sector
- Knowledge of Financial, Procurement and Human Resource Management
- Knowledge of integrated approach to service delivery and programme management
- Good interpersonal relations as well as the ability to communicate well (written and verbally)
- Good planning, organising, controlling skills
- Good analytical, team development and decision making skills
- Leadership, networking and presentation skills
- Community development and researching skills
- Ability to be assertive, diplomatic and tactful as well as to practice conflict resolution
- Computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the provision of administrative and financial support to the Traditional Institutions, with the following key responsibilities:

- Manage the overall functioning of the Local House, including all resources
- Manage the provision of logistical, transport and auxiliary support services to the Local House
- Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipality
- Assist in advising the District Municipality on the development of planning frameworks and by-laws that will impact on Traditional Communities
- Provide support to Traditional Councils
- Ensure effective and efficient management of resources.

ENQUIRIES: Mr S Gumede

TELEPHONE: 033 897 5670

CHIEF DIRECTORATE:

DISASTER MANAGEMENT

DIRECTORATE:

DISASTER MANAGEMENT OPERATIONS

POST TITLE : DEPUTY DIRECTOR
: FIRE AND RESCUE SERVICES (2 POSTS)
SALARY : R 733 257 - R 863 748 PER ANNUM
All Inclusive Middle Management Service Package.
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Fire Technology/ Emergency Management/ Safety Management and or any related qualification coupled with 3 – 5 years junior management experience in fire and rescue services.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- • Knowledge of fire and rescue services regulations and policies
- Ability to analyse and interpret policies
- Good communication skills (written and verbally)
- Good planning, organising and controlling skills
- Team development and decision making skills
- Leadership and presentation skills
- Office management and document tracking skills
- Computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities within a specific region within the Province of Kwazulu Natal with the following key responsibilities:

- Facilitate development and implementation of plans, legislative frameworks and strategies
- Facilitate the establishment and effective functionality of Fire Services
- Facilitate with establishment and maintenance of IGR structures in fire and rescue services

- Co-ordinate improved response mechanism to fire and rescue incidents
- Coordinate stakeholders to comply with National and Provincial imperatives

DIRECTORATE:

DISASTER MANAGEMENT OPERATIONS

POST TITLE : DEPUTY DIRECTOR: DISASTER MANAGEMENT CENTRE
SALARY : R 733 257 - R 863 748 PER ANNUM
All Inclusive Middle Management Service Package.
CENTRE : PIETERMARITZBURG
REFERENCE : 2/2019 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Disaster Management and or any related qualification coupled with 3 years relevant junior management experience in public and or municipal sector.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- • Sound knowledge of relevant legislations & policies
- Knowledge of interpretation of relevant and related legislations
- Knowledge of service delivery policy
- Knowledge of Structure & functioning of Government
- Knowledge of project management
- Team development and problem solving skills
- Decision making and public participation skills
- Good communication skills (verbal & written)
- computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to ensure that the Provincial Disaster Management Centre operates in an effective and coordinated fashion with the following key responsibilities:

- Provide administrative and logistical support to the Business Unit
- Operate the Disaster Management: Management Information System
- Compile incident reports
- Disseminate early warnings to appropriate disaster management practitioners
- Support regional implementation teams
- Manage the resources of the unit.

DIRECTORATE: PLANNING AND

DISASTER RISK REDUCTION

POST TITLE : ASSISTANT DIRECTOR:
PLANNING AND DISASTER RISK REDUCTION
(3 POSTS)
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 3/2019 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Disaster Management/ Project Management and or any related qualification coupled with 3 years' experience in the emergency/ disaster related environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- • Knowledge of Disaster Management Framework and policies
- Team development, decision making and problem solving skills
- Presentation skills
- Public participation skills
- Organising and co-ordination meetings skills
- Strategic and analytical skills
- Good communication skills (written and verbally)
- Computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide disaster management intervention and support to disaster management stakeholders within the District with the following key responsibilities:

- Facilitate the development and implementation of disaster management plans and frameworks within district
- Facilitate the establishment and effective functioning of IGR structures within the district
- Facilitate the development and implementation of capacity building programmes within the district
- Coordinate improved response mechanisms to incidents occurring in the district
- Facilitate and co-ordinate stakeholders to comply with National and Provincial imperatives

DIRECTORATE:

DISASTER MANAGEMENT OPERATIONS

POST TITLE : ASSISTANT DIRECTOR:
DISASTER MANAGEMENT CENTRE
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 4/2019 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Disaster Management Studies/ Project Management and or any related qualification coupled with 3 years' experience within the emergency/ disaster related environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- • Knowledge of Disaster Management Framework and policies
- Team development, decision making and problem solving skills
- Presentation skills
- Public participation skills
- Organising and co-ordination meetings skills
- Strategic and analytical skills
- Good communication skills (written and verbally)
- Computer literacy in MS Office
- A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to develop and monitor the implementation of disaster risk reduction strategies in the Province with the following key responsibilities:-

- Facilitate the development and monitoring the implementation of disaster management plans and frameworks
- Provide framework for the establishment and effective functioning of municipal IGR structures
- Facilitate the development and monitoring the implementation of disaster management capacity building programs
- Develop and monitor the dissemination of early warning messages and response mechanisms
- Monitor and evaluate compliance with National and Provincial imperatives

ENQUIRIES: Mr J Ndlazi

TELEPHONE: 033 8469005

OFFICE OF THE HEAD OF DEPARTMENT

POST : PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCES : 1/2019 (OHOD)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Administration and or any related qualification coupled with 3 years' experience in administration environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge of office administration and management
- Basic knowledge of financial administration
- Ability to do research and analyze documents and situations
- Advanced planning and organising skills
- Language and good telephone etiquette skills
- Sound organization and interpersonal skills
- Excellent communication and coordination skills (written and verbal)
- Ability to communicate well with people at different levels and from different backgrounds
- Advanced Computer skills
- A valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to render administration support to the Head of Department with the following key responsibilities:

- • Provide administrative support service to the Head of Department
- Render administrative support services
- Organise and coordinate the HOD's day to day affairs
- Renders registry services to the HOD by assuring safety and security of all records in the Office of the HOD, handling correspondence and identifying policy and administrative issues in the correspondence
- Administer verbal and written communication on behalf of the HOD
- Conduct research and remain up to date with applicable prescripts /policies and procedures to ensure efficient and effective support to the HOD
- Provide general management of the office.

ENQUIRIES: MS B Aily

TELEPHONE: 033 3953118

CHIEF DIRECTORATE:

DISASTER MANAGEMENT

DIRECTORATE:

DISASTER MANAGEMENT OPERATIONS

POST TITLE : FIRE SAFETY AND PREVENTION COORDINATOR
(6 POSTS)
SALARY : R 316 791 - R 373 167 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 5/2019 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Fire Technology/Emergency Management/ Safety Management and or any related qualification coupled with 2 years' experience in fire and rescue services.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- • Knowledge of Fire and Rescue Services Regulations and Policies
- Excellent communication skills (written and verbally)
- Minute taking and report writing skills
- Good organisational, office management and document tracking skills
- Ability to analyze and interpret policies
- Computer literacy in MS Office
- A valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities within a specified region within the Province of KwaZulu-Natal with the following key responsibilities:

- Provide technical support with development and implementation of plans, legislative frameworks and strategies
- Support municipalities with establishment and functionality of Fire Services
- Support with establishment and maintenance of IGR structures in fire and rescue services
- Support municipalities with coordination of response capabilities
- Provide technical support for compliance with National and Provincial imperatives.

ENQUIRIES: Mr J Ndlazi

TELEPHONE: 033 8469005

NOTE TO APPLICANTS:

Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the 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.

The following posts are being re-advertised: Chief Director: Municipal Infrastructure, Director: Traditional Institutional Support, Deputy Director: House of Traditional House (3 posts), Deputy Director: Disaster Management Centre and Assistant Director to the Head of Department. All applicants who applied previously need to re-apply if they wish their applications to be considered

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or **HAND DELIVERED TO:** 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nyilenda. **Closing date: 05 July 2019 (Applications received after this date will not be accepted).**

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.