



cogta

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

OFFICE OF THE HOD

DIRECTORATE : LEGAL SERVICES
POST TITLE : DIRECTOR: LEGAL SERVICES
SALARY : R 1 057 326 - R 1 245 495 PER ANNUM
(All inclusive SMS Management Service package)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (OHOD)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 in Law (preferably an LLB degree) coupled with 5 years' experience at a middle/ senior managerial level in the legal services environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge of relevant legislation
- Knowledge of PFMA, Promotion of Access to Information Act, Promotion of Administrative Justice Act
- Knowledge of Applied Public Law
- Knowledge of drafting of legislation, contracts and legal opinions
- Knowledge of the functioning of municipalities and application of local government legislation
- Knowledge of project management
- Ability to nurture relationships with strategic partners within and outside of government sector
- Analytical thinking and report writing skills
- Planning and management and strategic analysis skills
- Conflict resolution and problem solving skills
- Team development, presentation and facilitation skills
- Decision making skills
- Legal interpretation and contract management skills. Drafting, training and presentation skills
- Interpretation of statutes skills
- Management skills
- Good communication skills (verbal, written & negotiating)
- Computer literacy in MS office with the ability to conduct research
- A valid code 8 driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the provision of legal services with the following key responsibilities:-

- Provide legal advice to the department
- Manage the department, advise and provide litigation support to the department
- Manage and coordinate the drafting and amendments to legislation and legal instruments
- Ensure legal compliance by the Department
- Manage the resources and ensure the provision of strategic direction

ENQUIRIES : Mr T Tubane
TELEPHONE : (033) 395 2035

CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION AND GOVERNANCE

DIRECTORATE : MUNICIPAL GOVERNANCE
POST TITLE : DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE
SALARY : R869 007 - R 1 023 645 PER ANNUM
(All inclusive Middle Management Service package)
CENTRE : PIETERMARITZBURG
REFERENCE : 3 /2019 (MG)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in LLB or related qualification coupled with 3- 5 years junior management experience in local government environment after qualification.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: -

- Knowledge of relevant legislation
- Knowledge of legislative drafting
- Knowledge of legal framework in Local Government
- Awareness and understanding of the municipal environment
- Knowledge of conflict resolution
- Knowledge of policy analysis
- Knowledge of project management
- Knowledge of research and development of legislation
- Planning skills
- Team development skills
- Decision making and problem solving skills
- Time management skills
- Management of finances skills
- Good communication skills (verbal & written)
- Computer literacy in MS office
- A valid code 8 driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following key responsibilities:-

- Assess and monitor the executive authority of municipalities
- Assess the municipal council institutional framework and administer the legislative processes associated therewith
- Facilitate the regulating and processing of municipal electoral matters
- Drafting of legal documents
- Manage resources of the directorate efficiently and effectively.

ENQUIRIES : Mr S Duma
TELEPHONE : (033) 355 6311

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE : CORPORATE COMMUNICATIONS
POST TITLE : ASSISTANT DIRECTOR: COMMUNICATIONS-PUBLIC RELATIONS MARKETING AND ADVERTISING
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 3/2019 (CC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/ Public Relations/ Journalism coupled with 3 years' experience in communication/ public relations/ journalism working environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of public relations, brand development and media buying

- Knowledge of the generic management processes
- Knowledge of media monitoring systems
- Knowledge of public service acts and policies
- Knowledge of the Constitution
- Knowledge of communication policy
- Knowledge of brand development and management
- Knowledge of media buying
- Knowledge of photography
- Knowledge of communication campaign
- Knowledge of event management
- Knowledge of performance management
- Photography skills
- Financial management skills
- Decision making and problem solving skills
- Leadership skills
- Strategic communication skills
- Project management skills
- Time management skills
- Good listening skills
- Presentation skills
- Good communication skills (verbal & written)
- Computer literacy in MS office
- A valid code 8 driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide a public relations, marketing and advertising with the following key responsibilities:-

- Render a communication media buying advertising service
- Ensure the provision of advertisement material for the department
- Develop the departmental brand and maintain the corporate image and identity
- Ensure the positioning and marketing of the departmental brand
- Supervise the staff and budget of the Sub Directorate.

DIRECTORATE : CORPORATE COMMUNICATIONS
POST TITLE : ASSISTANT DIRECTOR: PUBLIC RELATIONS AND EMPLOYEE COMMUNICATION
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 4/2019 (CC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/ Public Relations coupled with 3 years' experience in communication/ public relations/ journalism working environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of design, print and writing

- Knowledge of the generic management processes
- Knowledge of public service acts and policies
- Knowledge of the Constitution
- Knowledge of communication policy
- Knowledge of public relations
- Knowledge of journalism
- Knowledge of project management
- Knowledge of performance management
- Knowledge of advertising
- Good writing skills
- Design and layout skills
- Decision making and problem solving skills
- Financial management skills
- Leadership skills
- Strategic communication skills
- Project management skills
- Good listening skills
- Time management skills
- Presentation skills
- Good communication skills (verbal & written)
- Computer literacy in MS office
- A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to render a publication and employee communication service with the following key responsibilities:-

- Implement an employee communication strategy for improved access of information to staff
- Provide corporate culture improvement programme aimed at boosting the morale of the staff
- Render and editorial service for the content of all communication material
- Render a desktop publishing service for all departmental printed publications
- Supervise the staff and oversee adequate resources for the component.

DIRECTORATE : CORPORATE COMMUNICATIONS
POST TITLE : ASSISTANT DIRECTOR: OUTREACH PROGRAMMES
SALARY : R 376 596 - R 454 920 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 5/2019 (CC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/ Public Relations/Journalism coupled with 3 years' experience in communication/ public relations/ journalism working environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of communication and public relations

- Knowledge of campaign planning and implementation
- Knowledge of event management
- Knowledge of monitoring and evaluation
- Knowledge of the generic management processes
- Knowledge of public service acts and policies
- Knowledge of the Constitution
- Knowledge of communication policy
- Knowledge of external communication
- Knowledge of exhibitions
- Knowledge of advertising
- Research, monitoring and evaluation skills
- Language proficiency in English/ Zulu skills
- Decision making and problem solving skills
- Financial management skills
- Leadership skills
- Strategic communication skills
- Project management skills
- Good listening skills
- Time management skills
- Presentation skills
- Good communication skills (verbal & written)
- Computer literacy in MS office
- A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to implement communication outreach programmes for the Department with the following key responsibilities:-

- Develop and implement Department outreach programmes
- Oversee all logistical arrangements for outreach programmes
- Develop exhibitions depicting the service delivery programmes of the Department
- Oversee the preparation and planning of all departmental corporate events
- Supervise the staff and ensure adequate resources of the Sub Directorate.

ENQUIRIES : Ms N Ndlovu
TELEPHONE : (033) 897 5890

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 post for the Deputy Director: Municipal Governance is being re-advertised. 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 Nylende, Closing date: 15 November 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.