



cogta

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

Tel. +27 33 395 2090 Fax. +27 33 3952489  
Postal. Private Bag X 9078, Pietermaritzburg, 3200  
Office. Natalia Building, 330 Langalibalele Street,  
Pietermaritzburg 3201

## BRANCH: LOCAL GOVERNMENT

**POST TITLE:** DEPUTY DIRECTOR GENERAL  
LOCAL GOVERNMENT BRANCH  
**SALARY:** R1 446 378 PER ANNUM (All  
inclusive senior management  
service package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 1/2018 (LGB)

### REQUIREMENTS:

The ideal candidate must be in a possession of a Post Graduate qualification or NQF level 8 in Local Governance/ Public Administration /LLB/ Social Science coupled with 8 years of experience at a senior management level in Local Government environment.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Knowledge of legislations (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws
- Knowledge in Interpretation, research and development of legislations
- Knowledge of monitoring and evaluation processes and systems
- Knowledge of policy analysis
- Awareness and understanding of the municipal environment
- Planning and organizing skills
- Strategic Planning and project management skills
- Conflict resolution, problem solving and decision making skills
- Time management and team development skills
- Management of finances and financial skills
- Good communication skills (verbal & written)
- Good computer literacy in MS office
- A valid drivers license.

### KEY RESPONSIBILITIES:

The successful candidate will be required to co-ordinate, promote, monitor, support and enhance governance in municipalities with the following key responsibilities:

- Manage the promotion of sound municipal administration and good governance
- Manage the monitoring of municipalities towards enhanced financial governance, management and sustainability
- Co-ordinate and provide capacity building initiatives and enhance governance through public participation and community development
- Ensure co-ordination of support within the department and municipalities
- Manage the effective utilization of resources for the branch.

ENQUIRIES: M R TUBANE TELEPHONE: (033) 395 2035

## CHIEF DIRECTORATE: MUNICIPAL SERVICE DELIVERY SUPPORT

**DIRECTORATE:** MUNICIPAL PERFORMANCE  
**POST TITLE:** DEPUTY DIRECTOR:  
NERVE CENTRE  
**SALARY:** R 826 053 PER ANNUM  
(All inclusive middle  
management service package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 3/ 2018 (MSDS)

### REQUIREMENTS:

The ideal candidate must be in a possession of a National Diploma in the field of Local Government/ Administration/ Public Administration/ Public Management/ B Comm/ Town and Regional Planning coupled with 3 years' junior management experience in a performance management and or local government environment.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge and understanding of the Constitution of South Africa
- Knowledge of local government and public service legislations, as well as policies
- Knowledge of back to basics programme, municipal practices and procedures as well as employee performance and management system
- Knowledge of community development, municipal performance management and project management principles
- Good language, listening, decision making and presentation skills
- Good planning, organisational and project management skills
- Good report writing, facilitating, basic finance, supervisory and management skills
- Good communication skills (written and verbal)
- Proven ability to communicate with other governments departments both National and provincial, municipalities, amakhosi, political office bearers, private sector and general public
- Computer literacy in MS Office
- A valid driver's license.

### KEY RESPONSIBILITIES:

The successful candidate will be required to manage National/ Provincial service improvement support programmes to municipalities with the following key responsibilities:-

- Manage local government service delivery improvement programmes for the department
- Evaluate effectiveness of service improvement plans and programmes
- Manage and co-ordinate the electronic information/ systems of the nerve centre
- Develop and implement policies, frameworks, guidelines and toolkits
- Manage and collate district and municipal profiles and provide report
- Manage the resources of the sub-directorate.

**DIRECTORATE:** INTERGOVERNMENTAL  
RELATIONS  
**POST TITLE:** DEPUTY DIRECTOR:  
INTERGOVERNMENTAL  
RELATIONS  
**SALARY:** R 697 001 PER ANNUM  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 04/2018 (MSDS)

### REQUIREMENTS:

The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Public Administration/ Political Sciences/ Developmental Studies/ Social Sciences coupled with 3- 5 years at junior management experience in local government environment.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Knowledge of relevant legislations
- Knowledge of all relevant enabling prescripts
- Knowledge of intergovernmental and international relations
- Knowledge of functioning of municipalities
- Ability to articulate and implement the IGFA
- Ability to nurture relationships with strategic partners within and outside of government sector
- Good planning and management as well as strategic analysis skills
- Good presentation and Facilitation skills
- Conflict resolution and Problem solving skills
- Team development and Decision making 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 coordinate and promote intergovernmental relations with the following key responsibilities:-

- Promote and facilitate an effective and efficient intergovernmental relations
- Monitor and report on IGR matters
- Provide secretariat function at Intergovernmental Forums
- Provide international and local twinning arrangement by identifying towns and cities in the world and SA that correspond with KZN cities/ towns
- Develop and implement policies, frameworks, guidelines and toolkits
- Management of resources.

ENQUIRIES: M S B ALLY TELEPHONE: 033-3953217

## CHIEF DIRECTORATE: MUNICIPAL FINANCE

**DIRECTORATE:** MUNICIPAL FINANCE SUPPORT  
**POST TITLE:** PROPERTY VALUER: VALUATIONS  
**SALARY:** R697 011 PER ANNUM  
(All inclusive middle  
management service package)

**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 1/2018 (MF)

### REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPPV) coupled with 3 post registration experience as a Professional Valuer or a Professional Associated Valuer in a Municipal environment with no restrictions. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession as a Professional Valuer or a Professional Associated Valuer with no restrictions)

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA)
- Knowledge and skills in Property Valuation
- Comprehensive understanding of property and general valuation principles
- Knowledge of tariff modelling and analysis
- Knowledge of the use of GIS (ESRI Arc GIS)
- Knowledge of policy analysis and development
- Knowledge of project management and financial management
- Awareness and understanding of municipal environment
- Strategic planning and team development skills
- Decision making and problem solving skills
- Project and financial management skills
- Ability to work with no supervision
- Ability to formulate presentations and to present
- Project management skills
- Good communication skills (verbal & written)
- Computer literacy in MS office, email programmes and project management tools
- A valid code 8 drivers licence.

### KEY RESPONSIBILITIES:

The successful candidate will be required to provide specialist valuation and rating support to municipalities within the province with the following key responsibilities:-

- Provide technical support to ensure statutory obligations of the MEC are met in respect of the MPRA
- Provide specialist support on rating to support revenue enhancement
- Manage the establishment and maintenance of Valuation Appeal Boards (VAB)
- Provide dispute resolution interventions with regards to valuations and rating
- Facilitate capacity building within municipalities with regards to valuation and rating
- Develop policies, strategies and guidelines aimed at municipal revenue enhancement within the province.

**DIRECTORATE:** MUNICIPAL FINANCE SUPPORT  
**POST TITLE:** PROPERTY VALUER:  
MARKET ANALYST  
**SALARY:** R697 011 PER ANNUM  
(All inclusive middle  
management service package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 2/2018 (MF)

### REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPPV) coupled with 3 years junior management experience in a municipal environment. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession (SACPPV) as a Professional Valuer with no restrictions for more than 5 years coupled with 5 experience in valuations and mass appraisal techniques in a municipal environment. Project Management qualification would be an added advantage.

### ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-

- Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA)
- Knowledge and skills in Property Valuation including mass appraisal and data analyst
- Comprehensive understanding of property and general valuation principles
- Knowledge of the use of GIS (ESRI Arc GIS)
- Knowledge of policy analysis and development
- Knowledge of project management and financial management
- Awareness and understanding of municipal environment
- Strategic planning and team development skills
- Decision making and problem solving skills
- Data, management, project solving and financial management skills
- Ability to work with no supervision
- Ability to formulate presentations and to present
- Project management skills
- Good communication skills (verbal & written)
- Computer literacy in MS office, email programmes and project management tools
- A valid code 8 drivers licence.

### KEY RESPONSIBILITIES:

The successful candidate will be required to ensure quality assurance on municipal valuation rolls in terms of legislation and applicable standards within the province with the following key responsibilities:-

- Manage the quality assurance process of valuation rolls in accordance with recognised valuation standards and criteria
- Manage and support the development and implementation of standards, specifications, systems and data management strategies pertaining to the MPRA and valuation rolls
- Provide specialist support to municipalities on non-movable property valuation and property related matters
- Administer capacity building within municipalities with regards to municipal valuation and processes
- Develop policies, strategies and guidelines aimed at municipal valuations within the province
- Manage the resources of the Sub-Directorate.

ENQUIRIES: M S J KRISHNAN TELEPHONE: 033 355 6563

**NOTE:** 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.

### 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 certified copies of qualifications, driver's license and ID (no copies of previous certified copies). 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 candidates.

*The posts for the Deputy Director: Local Government and Deputy Director: intergovernmental Relations are being re-advertised. All applicants who applied for the post of Deputy Director: Local Government previously need to re-apply.*

**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 Nylenda, Closing date: 09 November 2018 (Applications received after this date will not be accepted).

**NOTE:** 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 candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

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