



**cogta**

Department:  
Co-operative Governance and Traditional Affairs  
**PROVINCE OF KWAZULU-NATAL**

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## **DIRECTORATE: FINANCE**

### **TITLE: DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**SALARY: R 898 743 PER ANNUM**

**(All Inclusive SMS Management Service Package)**

**CENTRE: PIETERMARITZBURG • REFERENCE: 1/2017 (FIN)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a recognised Bachelor's Degree/NQF7 coupled with 5 years of experience at a middle management experience. **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:- • sound knowledge and understanding of policy analysis • good project management • knowledge of Financial Management System and Supply chain Management • Public Finance Management – best practices and recognised Accounting Principles (GRAP) • knowledge of Government processes • team development, decision making and problem solving skills • good financial management and management skills • good budgeting systems and analytical skills • good communication skills (written and verbal) • computer literate in MS Office and • in possession of a valid driver's license. **KEY RESPONSIBILITIES:** The successful candidate will be required to provide integrated supply chain management services in the department, with the following key responsibilities:- • manage Demand Management • manage Contract Management • manage Credit Management • manage Acquisitions • manage Asset Management • manage Asset Logistics • management of the units resources.

**ENQUIRIES: MR. BW NDLOVU • TELEPHONE: 033-395 2570**

## **BUSINESS UNIT: CORPORATE SERVICES**

### **POST TITLE: DIRECTOR: CORPORATE COMMUNICATION**

**SALARY: R 898 743 PER ANNUM**

**(All Inclusive SMS Management Service Package)**

**CENTRE: PIETERMARITZBURG • REFERENCE: 1/2017 (CS)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a recognised Bachelor's Degree/NQF7 in the field of Communication/ Public Relations / Journalism, coupled with 5 years middle management experience in the field of communication at a strategic level. **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:- • advance knowledge of internal communication and publications management • advance knowledge of Communication, Public Relations, marketing tactics and strategies • knowledge of the strategic management processes • knowledge of Public Service Acts and Policies • knowledge of the South African Constitution, Government Communication Approaches, Policies and Outreach Programme Management • problem solving and decision making skills • leadership skills, knowledge of Social Media platforms usage and management • financial and project management skills • time management and presentation skills • policy and strategy preparation skills • good communication skills (written and verbal) • computer literacy in MS Office • in possession of a valid driver's license. **KEY RESPONSIBILITIES:** The successful candidate will be required to manage the provision of Communication Services for the Department and Local Governance Institutions with the following responsibilities: • develop and execute communication strategy • manage communication outreach and research programmes which focus on service delivery within the sphere of Local Government • provide a publications, translation and multimedia service to allow improved access to departmental information internally and externally • manage the public relations, marketing and advertising services to ensure a departmental brand is created and promoted • oversee effective communication platforms to support overall communication strategy i.e. publication, website social media and other media activities • provide technical support to the Business Units within the Department • manage the effective utilization of Human, Finance and Assets resources allocated to the component • Ensure effectiveness of Social Media Platforms • Develop and implement effective internal communication strategy for the Department • Manage Exhibitions and Departmental branding.

**ENQUIRIES: MR L. MABASO • TELEPHONE: 033-264 5500**

### **POST TITLE: DIRECTOR: AUXILIARY SERVICES**

**SALARY: R 898 743 PER ANNUM**

**(All Inclusive SMS Management Service Package)**

**CENTRE: PIETERMARITZBURG • REFERENCE: 2/2017 (CS)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a recognised Bachelor's Degree/NQF7 in the field of Public Administration / Management, coupled with 5 years middle management experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:-

- knowledge and understanding of relevant legislation • knowledge of project management • management and planning skills • team development and leadership skills • decision making and problem solving skills
- organising ability skills • financial management skills • strategic planning skills • facilities management
- management of Occupational Health and Safety • good communication skills (written and verbal) • computer literacy in MS Office • in possession of a valid driver's license. **KEY RESPONSIBILITIES:** The successful candidate will be required to ensure the provision of auxiliary services for the Department with the following responsibilities:
- manage and ensure the provision of transport services • manage and ensure the provision of office support
- manage and ensure the provision of Occupational Health and Safety • policy development and implementation
- provision of information services • records management and enterprise content management • manage the resources of the Directorate.

**ENQUIRIES: MR S KHANYI • TELEPHONE: 033-395 2806**

**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. 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.

**APPLICATIONS TO BE POSTED TO:** The Chief Director: Human Resource Management and Development, Department of Co-operative 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: 28 April 2017 (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.

**NB:** 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.

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.**

