



cogta

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

BRANCH: DEVELOPMENT AND PLANNING

POST TITLE: DEPUTY DIRECTOR GENERAL: DEVELOPMENT AND PLANNING
SALARY: R 1 521 491 - R1 714 074 PER ANNUM (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (D & P)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum postgraduate qualification/ Honours/ or NQF level 8 as recognized by SAQA in Social Sciences/ Development Planning/ Project Management or any related qualification coupled with 8-10 years' of experience at a senior managerial level in local or provincial government/ development and planning environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - ■ Knowledge of legislation as well as relevant municipal policies and bylaws ■ Knowledge of legislation & policies governing provincial administration ■ Knowledge of policy analysis ■ knowledge of provincial government monitoring and evaluation processes and systems ■ Knowledge of change management ■ Knowledge of management ■ Knowledge of economic transformation ■ Awareness and understanding of the development and planning, local economics and municipal environment ■ Knowledge of protocol matters ■ Good planning, organising skills ■ Team development and decision making skills ■ Communication and conflict resolution skills ■ Time management skills ■ Problem solving, analysis and conflict resolution skills ■ Project management and strategic planning skills ■ Strategic capacity and leadership skills ■ People management and empowerment skills ■ Client orientation and customer focus skills ■ Service delivery innovation skills ■ Financial management skills ■ Good communication skills (written and verbal) ■ Computer literacy in MS Office ■ A valid driver's license.

KEY RESPONSIBILITIES:
The successful candidate will be required to oversee an integrated, sustainable development and planning service with the following key responsibilities: - ■ Manage, co-ordinate and support disaster prevention and mitigation ■ Oversee infrastructure development within municipalities to sustainable municipal services ■ Support and implement programmes that strengthen local economic development (LED) ■ Facilitate and co-ordinate municipal and land use management ■ Manage the development and implementation of policies ■ Manage the resources of the Branch.

CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION AND GOVERNANCE

POST TITLE: CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE
SALARY: R 1 251 183- R1 495 956 PER ANNUM (All inclusive SMS Management service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (MAG)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in Public Governance, Public Management, Public Administration, Law (LLB) coupled with 5 years' experience at a senior managerial level within the local government environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - ■ Knowledge of public service prescripts ■ Knowledge of relevant legislation & policies ■ Knowledge of Integrated approach to service delivery ■ Knowledge of Legal framework of Local Government ■ Knowledge of strategic management and planning ■ Knowledge of policy analysis and programme management ■ Knowledge of spatial planning and financial management ■ Understanding protocols of the clients ■ Good planning, organising, leadership skills ■ Team development and decision making skills ■ Networking and presentation skills ■ Community development and researching skills ■ Legal and conflict resolution and management skills ■ Good communication skills (written and verbal) ■ Computer literacy in MS Office ■ A valid driver's license.

KEY RESPONSIBILITIES:
The successful candidate will be required to manage and ensure proper municipal governance and administration by municipalities in the province with the following key responsibilities: - ■ Manage Municipal governance, Municipal cooperative governance, municipal international relations, municipal intergovernmental relations and dispute resolution ■ Facilitate the compilation of a legislative framework for municipalities, manage the implementation of the governance and municipal administration aspects thereof and ensure compliance therewith ■ Manage, monitor and support municipal legal matters and ensure the application of the rule of law in municipalities ■ Monitor, support and build the capacity of municipalities to enable effective, efficient, and economical municipal institutions and provide guidance and advice to all stakeholders in this respect ■ Render Programme Manager Functions.
ENQUIRIES: Mr T Tubane TELEPHONE: 033 395 2035

DIRECTORATE: MUNICIPAL ADMINISTRATION
POST TITLE: DEPUTY DIRECTOR: MUNICIPAL ADMINISTRATION (2 POSTS)
SALARY: R733 257 - R 863 748 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (MA)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma/Bachelor Degree or NQF level 6 as recognised by SAQA in the field of Local Government or Public Administration or Public Management or any related qualification coupled with 5 years junior management experience and working knowledge and experience in a local government environment. Legal qualification will be an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: Knowledge of policy analysis ■ Knowledge of project management ■ Knowledge of relevant legislation ■ Planning and organising skills ■ Time management skills ■ Team development skills ■ Problem solving and decision making skills ■ Management of finances 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 support efficient municipal administration with the following key responsibilities:- ■ Support and monitor municipal statutory matters ■ Administer municipal administrative and statutory compliance relating to the disposal of municipal-owned immovable property, the expropriation of immovable property, the proposed permanent closure of municipal roads, streets and public open spaces, applications in terms of the KZN Cemeteries and Crematoria Act and the KZN Pounds Act, 2006, councillor remuneration matters ■ Support municipalities with challenges, including providing support towards the building of capable institutions and the review/implementation of certain policies ■ Manage the staff and budget of the Sub Directorate ■ Provide guidance and advice to councillors, municipalities and stakeholders.

DIRECTORATE: MUNICIPAL ADMINISTRATION
POST TITLE: ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION (2 POSTS)
SALARY: R376 596 – R454 920 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2019 (MA)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in the field of Local Government or Public Administration or Public Management or any related qualification coupled with 3 years supervisory experience in public sector environment. Legal qualification will be an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: Knowledge of policy analysis ■ Knowledge of project management ■ Knowledge of relevant legislation ■ Planning and organising skills ■ Time management skills ■ Team development skills ■ Problem solving and decision making skills ■ Management of finances 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 support efficient municipal administration with the following key responsibilities:- ■ Assist with the processing of municipal statutory applications relating to the disposal of municipal-owned immovable property, the expropriation of immovable property, the proposed permanent closure of municipal roads, streets and public open spaces, applications in terms of the KZN Cemeteries and Crematoria Act and the KZN Pounds Act, 2006, councillor remuneration matters ■ Support municipalities with challenges, including providing support towards the building of capable institutions and the review/implementation of certain policies ■ Manage the staff and budget of the Sub Directorate ■ Provide guidance and advice to councillors, municipalities and stakeholders.

ENQUIRIES: Mrs A Reddy TELEPHONE: 033 355 6475

DIRECTORATE: MUNICIPAL GOVERNANCE
POST TITLE: ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE (2 POSTS)
SALARY: R376 596 – R454 920 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2019 (MG)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in legislative drafting or any related qualification coupled with 5 years working knowledge and supervisory experience in local government environment after qualification. Legal qualification will be an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: Knowledge of relevant legislation ■ Knowledge of research and development of legislation ■ Knowledge of conflict resolution ■ Knowledge of policy analysis ■ Knowledge of project management ■ Planning and organising skills ■ Conflict resolution skills ■ Problem solving and decision making skills ■ Time management skills ■ Management of finances 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 undertake processes in support of efficient municipal governance and compliance with the following key responsibilities:- ■ Undertake the assessment of the executive authority of municipalities ■ Undertake the assessment of the municipal council institutional framework and administer the legislative processes associated therewith ■ Process applications for by-elections in terms of timeframes ■ Provide support to municipalities with their legislative authority

■ Provide advice and legal guidance on municipal legislative framework ■ Undertake the drafting of legal documents ■ Management of resources.
ENQUIRIES: Mr S Gumede TELEPHONE: 033 355 6344

POST TITLE: CHIEF DIRECTOR: TRADITIONAL RESOURCE ADMINISTRATION
SALARY: R 1 251 183- R1 495 956 PER ANNUM (All inclusive SMS management service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 6/2019 (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 and or rural environment and their institutions.

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, leadership skills ■ Team development and decision making skills ■ Networking and presentation skills ■ Community development and researching skills ■ Good interpersonal relations as well as the ability to communicate well (written and verbal) ■ Computer literacy in MS Office ■ A valid driver's license.

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.
ENQUIRIES: Mr S Gumede TELEPHONE: 033 897 3833

BRANCH: LOCAL GOVERNMENT

POST TITLE: DEPUTY DIRECTOR: ADMINISTRATION: OFFICE OF THE DDG
SALARY: R 733 257 - 863 748 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (LGB)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Local Government/ Administration Field/ Public Administration or any other relevant qualification coupled with 3 years junior management experience in the relevant field.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have:- ■ Knowledge of public service legislations and interpretation of relevant legislations ■ Knowledge of departmental policies and guidelines ■ Knowledge of municipal functions and applicable legislation ■ Good planning, problem solving and decision making skills ■ Project planning, work analysis and financial management skills ■ Good communication (verbal & written) ■ A valid code 8 drivers license.

KEY RESPONSIBILITIES:
The successful candidate will be required to provide operational support to the DDG of the local government branch with the following key responsibilities:- ■ Coordinate and integrate the activities of the branch ■ Facilitate strategic partnership between the branch, department and municipalities ■ Manage outstanding matters between the office of the DDG and all key stakeholders ■ Manage operation activities of the DDG ■ Manage the resources of the unit.

ENQUIRIES: MR TA Mdadane TELEPHONE: 033 355 6482

CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT WORKERS AND PUBLIC PARTICIPATION

DIRECTORATE: CDWP AND RAPID RESPONSE
POST TITLE: DEPUTY DIRECTOR: RAPID RESPONSE
SALARY: R 733 257 - 863 748 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (CDWPP)

REQUIREMENTS:
The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Public Administration or Municipal Governance or Social Sciences coupled with 3-5 years' junior management experience in local government. Related stakeholder coordination experience will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have:- ■ Knowledge of relevant legislation ■ Knowledge of all relevant enabling prescripts ■ Knowledge of intergovernmental and functioning of municipalities ■ Ability to articulate and implement the IGFA ■ Ability to nurture relationships with strategic partners within and outside of government sector ■ Planning and management skills ■ Presentation and facilitation skills ■ Conflict resolution and problem solving skills ■ Team development and decision making skills ■ Good communication skills (written and verbal) ■ Computer literacy in MS Office ■ A valid driver's license.

KEY RESPONSIBILITIES:
The successful candidate will be required to ensure that service delivery problems are responded to timeously with the following key responsibilities:- ■ Ensure local engagement prior and after service delivery protests ■ Ensure that service delivery protests are responded to timeously ■ Manage the rapid response service to areas that are pressure points and threatened by service delivery ■ Protests within the district ■ Oversee service delivery problems identification utilizing various systems ■ Develop and implement policies, frameworks, guidelines and toolkits ■ Management of resources.

ENQUIRIES: MS F Makhanya TELEPHONE: 033 355 6562

CHIEF DIRECTORATE: MUNICIPAL SERVICE DELIVERY SUPPORT

DIRECTORATE: MUNICIPAL PERFORMANCE MANAGEMENT
POST TITLE: ASSISTANT DIRECTOR: MUNICIPAL NERVE CENTRE (2 POSTS)
SALARY: R376 596 – R454 920 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2019 (MPM)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Local Government or Administration Field or Public Administration or Public Management or Town and Regional Planning coupled with 3 years supervisory experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: Knowledge of Constitution of South Africa ■ Knowledge of back to basics programme ■ Knowledge of employee performance and management system ■ Knowledge of Basic Conditions of Employment Act ■ Knowledge of community development ■ Knowledge of municipal performance management ■ Knowledge of project management principles ■ Knowledge of local government legislation ■ Knowledge of municipal practices and procedures ■ Language skills ■ Good listening skills ■ Presentation and facilitation skills ■ Planning and organisational skills ■ Project management skills ■ Decision making skills ■ Report writing 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 co-ordinate National/Provincial support programmes to municipalities with the following key responsibilities:- ■ Coordinate service delivery support programmes on behalf of the Department to municipalities ■ Monitor service delivery by municipalities ■ Coordinate nerve centre information ■ Provide administrative support to the Nerve Centre functionality ■ Provide advice, guidance and input to policy.

ENQUIRIES: MS NT Mthembu TELEPHONE: 033 355 6116

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.

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 Ms N Ngcobo, Closing date: 13 September 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.

