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

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CHIEF OF OPERATIONS

POST TITLE: CHIEF OPERATIONS OFFICER
SALARY: R 1 446 378 PER ANNUM (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2018 (OHOD)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum postgraduate qualification or NQF level 8 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 8-10 years' of experience at a senior managerial level within the public sector administration and service delivery operations environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must be in possession of all the senior management competencies, which are strategic capability and leadership; programme and project management; financial management; change management and people management and empowerment ■ Sound knowledge and understanding of relevant legislations ■ Awareness and understanding of legislation applicable to local government, the Public Sector and Traditional Institutions ■ Sound coordination skills and performance management ■ Decision making and problem solving 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 direct oversight over service delivery operations in the Department, with emphasis on the strategic operational performance of the departmental programmes as well as monitoring and evaluation, capacity building, and the management of special initiatives initiated as high priority, but falling outside the normal programmed business of the department. with the following key responsibilities:- ■ Develops, coordinates, monitor and evaluate strategies to accelerate service delivery of the province ■ Coordinate monitoring, assessment, analysis and evaluation of the overall performance of the department ■ Coordinate capacity building and training initiatives for the implementation by different programmes ■ Coordinate and facilitate department's special initiatives ■ Execute all functions as programme manager and ensure the effective utilization of resources.

ENQUIRIES: Mr. T. Tubane • **TELEPHONE:** (033) 395 2035

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT (CLUSTER 1)
POST TITLE: DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT
SALARY: R 1 005 063 (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2018 (TRA)

REQUIREMENTS:

The ideal candidate must be in a 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 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.

ENQUIRIES: Mr. S. Gumede • **TELEPHONE:** (033) 897 3833

BUSINESS UNIT: MONITORING EVALUATION AND STRATEGIC PLANNING

DIRECTORATE: MONITORING
POST TITLE: DIRECTOR: MONITORING
SALARY: R 1 005 063 PER ANNUM (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2018 (MESP)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years experience at a middle managerial level in a monitoring environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of understanding relevant local government legislations ■ Knowledge of project management ■ Knowledge of information management ■ Knowledge of monitoring and evaluation and implementation ■ Knowledge of strategic planning & management ■ Good planning skills ■ Team development skills ■ Decision making and problem solving skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS office ■ A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide support to the Department implementation and management of monitoring and reporting with the follow key responsibilities ■ Ensure the timeous submission of quality progress reports across the Units of the Department ■ Facilitate information management; reporting and monitoring processes in the Department and facilitate co-ordination and alignment between all spheres of government ■ Provide assistance in ensuring validity and reliability of all data/ information reported in the quarterly progress reports and build capacity ■ Provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects ■ Management of the units resources.

DIRECTORATE: EVALUATION
POST TITLE: DIRECTOR EVALUATION
SALARY: R 1 005 063 PER ANNUM (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 3/2018 (MESP)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years' experience at a middle managerial level in a evaluation environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of understanding relevant local government legislation ■ Knowledge of project management ■ Knowledge of information management ■ Knowledge of monitoring and evaluation and implementation ■ Knowledge of strategic planning & management ■ Planning and team development skills ■ Decision making and problem solving skills ■ Good communication skills (verbal & written) ■ A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to co-ordinate and manage the report back and evaluation of performance of the Department with the follow key responsibilities ■ Co-ordinate quarterly programme reviews of the programmes in the Department ■ Co-ordinate alignment of organisational performance against individual performance within the Department ■ Facilitate external evaluation of all programme areas ■ Provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects ■ Management of the units resources.

ENQUIRIES: Ms. A. Sekhesa • **TELEPHONE:** (033) 395 2638

CHIEF DIRECTORATE: CAPACITY DEVELOPMENT

DIRECTORATE: CAPACITY BUILDING STRATEGY
POST TITLE: DIRECTOR: CAPACITY BUILDING STRATEGY
SALARY: R 1 005 063 PER ANNUM (All inclusive SMS Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2018 (CD)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in HRM/ HRD or related field coupled with 5 years' experience at a middle managerial level in a training and development environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of understanding relevant legislations ■ Knowledge of project management ■ Knowledge of local Government functioning ■ Planning skills ■ Team development skills ■ Decision making skills and problem solving skills ■ Financial Management and strategic Planning skills ■ Good communication skills (verbal & written) ■ A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide leadership and vision for capacity development in the department by developing, implementing and maintaining sound capacity building strategy with the following key responsibilities:- ■ Develop and implement capacity building strategy in line with the Five Year Local Government Strategic Agenda ■ Develop executive courses for Councillors, officials and traditional councils ■ Assessment of scarce skills in all spheres of government ■ Coordinate capacity building funding and ensure effective interventions ■ Manage the resources of the directorate.

ENQUIRIES: Ms. H. Khunoethe • **TELEPHONE:** (033) 355 6343

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIRECTORATE: HUMAN RESOURCE ADMINISTRATION
POST TITLE: DEPUTY DIRECTOR: CONDITIONS OF SERVICES AND REMUNERATION
SALARY: R 697 011 PER ANNUM (All inclusive middle management service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 3/ 2018 (HRM & D)

REQUIREMENTS:

The ideal candidate must be in a possession of a National Diploma or NQF level 6 as recognized by SAQA in Human Resource Management/Public Administration (Major in HR) coupled with 3 years experience at a junior managerial level in a human resource administration environment

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Excellent knowledge of the Public Service prescripts, legislations, policies and collective agreements relating to HRM ■ Knowledge of practical demonstration of knowledge in the key responsibility areas ■ Knowledge of HR systems and their relation to other systems within the department ■ PERSAL knowledge ■ Good language, listening skills ■ Problem solving, decision making and presentation skills ■ Good planning, organisational and project management skills ■ Managerial skills, Good communication skills (both written and verbal) ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the conditions of service and remuneration matters of employees with the following key responsibilities:- ■ Manage administration of service benefits and exit processes ■ Manage administration of salaries benefits and allowances ■ Manage and control the distribution of HR related documents and registry functions ■ Provide training, advice and guidance on HR utilisation matters to clients ■ Management of internal resources, HR, budget equipment etc.

ENQUIRIES: Ms. N. Msimango • **TELEPHONE:** (033) 395 2305

BUSINESS UNIT: TRADITIONAL GOVERNANCE AND FINANCE

DIRECTORATE: TRADITIONAL FINANCIAL MANAGEMENT
POST TITLE: DEPUTY DIRECTOR: FINANCIAL CONTROL
SALARY: R 697 001 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2018 (TGF)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/ Accounting coupled with 3 years' junior management experience in a financial environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of PFMA, Treasury Regulations and other applicable legislations ■ knowledge of financial planning ■ Planning and project management skills ■ Team development, decision making and problem solving skills ■ Policy analysis and analytical skills ■ Good communication skills (written and verbal) ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide integrated financial administration services to Traditional Councils/Houses with the following key responsibilities:- ■ Manage the development and implementation of an innovative and standardised control system of TC revenue collection, banking, recording and reporting ■ Ensure that the establishment and management of all TC trust or funds is in terms of the PFMA ■ Manage the provision, safekeeping and distribution of face value forms for TCs ■ Provide support to TC's in the management of investments ■ Monitor and evaluates performance of Traditional Councils ■ Ensure effective and efficient utilisation of resources.

ENQUIRIES: Mr. BW. Ndlovu **TELEPHONE:** (033) 395 2570

CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT WORKER AND PUBLIC PARTICIPATION

DIRECTORATE: CDWP AND RAPID RESPONSE
POST TITLE: DEPUTY DIRECTOR: RAPID RESPONSE
SALARY: R 697 001 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 4/2018 (CDWPP)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Municipal Governance/ Law Enforcement, 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 legislations ■ 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 licence.

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 ADMINISTRATION & GOVERNANCE

DIRECTORATE: MUNICIPAL INVESTIGATIONS
POST TITLE: DEPUTY DIRECTOR: PROSECUTIONS
SALARY: R 697 001 PER ANNUM (All inclusive Middle Management Service package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2018 (MAG)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum Bachelors Degree or NQF 7 as recognized by SAQA in law or policing coupled with 3-5 years' junior management experience in prosecution of criminal and civil cases as well as National Security Clearance.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act and Local Government Legislations ■ Interpretation and application of legislation and policy skills ■ Decision making and problem solving ■ Give evidence in criminal, civil proceedings or litigation and disciplinary enquiries and commissions of enquiry skills ■ Communication skills (both written and verbal) ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following key responsibilities:- ■ Facilitate and coordinate criminal prosecutions ■ Facilitate and coordinate civil recovery processes ■ Facilitate and coordinate disciplinary matters ■ Liaise with SAPS, National Prosecuting Authority and other law enforcement agencies ■ Analyse trends and develop policies and guidelines.

ENQUIRIES: Mrs. S. Govender • **TELEPHONE:** (033) 355 6234

CHIEF DIRECTORATE: FINANCE

DIRECTORATE: FINANCIAL ADMINISTRATION
POST TITLE: ASSISTANT DIRECTOR: BOOKKEEPING
SALARY: R 356 289
CENTRE: PIETERMARITZBURG
REFERENCE: 3/2018 (F)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/ Accounting coupled with 3 years management experience in a financial environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of PFMA, DORA and other relevant legislations ■ Knowledge of policy analysis and project management ■ Planning and team development skills ■ Decision making and problem solving skills ■ Financial management and budget planning skills ■ Knowledge of Instruction Notes and Tax ■ Knowledge of BAS (Basic Accounting System) and Persal ■ Good communication skills (both written and verbal) ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide and maintain an orderly and sound bookkeeping system for all financial transactions and the processing of interdepartmental claims with the following key responsibilities:- ■ Administer and maintain suspense accounts, debts and tax reconciliations ■ Render banking management services ■ Manage all interdepartmental claims ■ Provide input to the annual financial statements of the Department.

ENQUIRIES: Ms. A. Madlala • **TELEPHONE:** (033) 395 3085

DIRECTORATE: PROCUREMENT
POST TITLE: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT
SALARY: R356 289 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 4/2018 (F)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Financial Management or Supply Chain Management coupled with 3 years supervisory experience in supply chain management environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge of supply chain management ■ Sound knowledge of PFMA, Treasury regulations, SCM and other prescripts ■ Functional knowledge of procurement ■ Good planning, decision making and problem solving skills ■ Ability to develop the unit into a team ■ Numeracy skills ■ Good communication skills (both written and verbal) ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage and administer contracts in accordance with departmental policies and compliance with legislative requirements with the follow key responsibilities ■ Ensure the monitoring of contract compliance ■ Co-ordinate the monitoring, analysis and determination of actions to ensure proper contract administration ■ Ensure administration support is provided for the component ■ Manage risks and resolve disputes in a timely manner ■ Provide advice, guidance and input to policy, procedures and guidelines for managing contracts ■ Manage staff under your control.

ENQUIRIES: Mr. N. Ludidi • **TELEPHONE:** (033) 395 2167

BUSINESS UNIT: CORPORATE SERVICES

DIRECTORATE: INFORMATION AND COMMUNICATION TECHNOLOGY
POST TITLE: SERVICE DESK OPERATOR
SALARY: R 196 407 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 02/2018 (ICT)

REQUIREMENTS:

The ideal candidate must be in a possession of a minimum Grade 12 or NQF level 4 as recognized by SAQA with a Certified Novell Administrator Certification /MOUS or ICDLA, A+ or MCP coupled with 1-2 years experience in ICT environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of service desk ■ Knowledge of Novell ■ Knowledge of Microsoft ■ Knowledge of Groupwise ■ Good communication and listening skills ■ Problem solving skills ■ IT related skills ■ Computer literacy in MS Office ■ A valid driver's licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to render a Information Technology Service Desk service to departmental users with the following key responsibilities:- ■ Assist with fault log reports i.t.o the Service Level Agreement ■ Log all computer faults and services ■ Render first line telephonic assistance to all Dept. users ■ Trace outstanding faults and service requests.

ENQUIRIES: Mr. K. Zuma • **TELEPHONE:** 033 395 3117

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 licence 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 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: 14 December 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.



BACK TO BASICS: SERVING OUR COMMUNITIES BETTER

