**DIRECTORATE: CORPORATE COMMUNICATIONS**

**POST TITLE: CHIEF DIRECTOR: COMMUNICATIONS**

SALARY: R 1 251 183 - R 1 495 956 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2020 (CC)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Communication, Public Relations, Journalism or a related qualification coupled with 5 years’ experience at a senior management level in a communications environment. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have: ■ Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws ■ Knowledge in interpretation, research and development of legislation ■ Knowledge of Public Service Act/ Regulations ■ Knowledge of monitoring and evaluation processes and systems ■ Knowledge of policy analysis ■ Awareness and understanding of the municipal environment ■ Knowledge of project management ■ Knowledge of Labour Relations Act ■ Knowledge of public administration communication strategy ■ Knowledge of communication with public and media ■ Excellent 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 manage communication services for the Department of Cooperative Governance and Traditional Affairs with the following key responsibilities: - ■ Manage the communication strategy of the Department ■ Manage corporate communication services ■ Administer media management and planning ■ Manage a stakeholder management programme ■ Manage the resources of the Chief Directorate.

ENQUIRIES: Mr T Tubane TELEPHONE: 033 395 2035

**CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION AND GOVERNANCE DIRECTORATE: MUNICIPAL GOVERNANCE**

**POST TITLE: DIRECTOR: MUNICIPAL GOVERNANCE**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2020 (MAG)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Law or related qualification coupled with 5 years’ experience at a middle management/ senior management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have: ■ Knowledge of legislation ■ Knowledge of Legal framework of Local Government ■ Awareness and understanding of the municipal environment ■ Knowledge of conflict resolution and policy analysis ■ Knowledge of project management ■ Knowledge of research and development of legislation ■ Planning, conflict resolution and negotiation skills ■ Team development, decision making and problem solving skills■ Time management and management of finance 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 regulate, monitor and support municipal governance and ensure compliance with the following key responsibilities:- ■ Manage the establishment of municipal institutions ■ Ensure governance compliance ■ Manage informal and formal interventions and conflict resolution at municipalities ■ Support municipalities in respect of legal matters ■ Facilitate the compilation of the legislative framework ■ Management of resources

ENQUIRIES: Mr S Duma TELEPHONE: 033 355 6314

**HEAD OF DEPARTMENT DIRECTORATE: OFFICE OF THE HEAD OF DEPARTMENT**

**POST TITLE: DIRECTOR: OFFICE OF THE HOD**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to

be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2020 (OHOD)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or a related qualification coupled with 5 years’ experience at a middle management/ senior management level in the administrative environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of interpretation of relevant legislation ■ Knowledge of municipal functions and applicable legislation ■ Knowledge of departmental policies and guidelines ■ Knowledge of Public Service Legislation ■ Research and policy formulation and interpretation skills ■ Project management and strategic planning skills ■ Financial management skills ■ Facilitation skills ■ Influencing & motivational skills■ Generic processes 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 management support to the Head of Department with the following key responsibilities:- ■ Coordinate the strategic alliance between the Office of the HoD and the Branches to ensure service delivery ■ Coordinate the alignment of the Department’s strategy with the activities of all the units within the Department ■ Monitor and ensure compliance with the strategic plan of the Department by the branches ■ Ensure the provision of executive assistance and administrative support to the HoD ■ Manage relationships between all stakeholders and the Office of the HoD ■ Manage the resources of the unit.

ENQUIRIES: Mr T Tubane TELEPHONE: 033 395 2035

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**CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**

**DIRECTORATE: HUMAN CAPITAL DEVELOPMENT**

**POST TITLE: DIRECTOR: HUMAN CAPITAL DEVELOPMENT**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/ 2020 (HRMD)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Human Resource Management/ Human Resource Development or related qualification coupled with 5 years’ experience at a middle management/ senior management level in the human resource management/ human resource development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Understanding of relevant legislation ■ Understanding of Human Resource Development strategies in the public service, skills development, skills audit as well as facilitation of skills development competencies ■ Knowledge of project management ■ Awareness and understanding of cultural climate within the Public Service ■ Knowledge of Public Service legislation ■ Knowledge of health and wellness programmes ■ Organisational and Development as well as management skills■ Leadership skills ■ Decision making and problem solving skills ■ Organizing ability■ Good communication skills (written and verbal) ■ Financial management and strategic management skills ■ Computer literacy in MS Office ■ A valid code 8 driver’s license.

KEY RESPONSIBILITIES:

The successful candidate will be required to develop and implement Human Capital Development Strategies with the following key responsibilities:- ■ Develop, implement and monitor HRD systems ■ Coordinate management development programmes ■ Manage training and development ■ Manage performance management and development systems ■ Manage the provision of employee health and wellness programmes ■ Manage the resources of the directorate.

ENQUIRIES: Adv. KL Janse van Rensburg TELEPHONE:033 395 2305

**CHIEF DIRECTORATE: MUNICIPAL SERVICE DELIVERY SUPPORT**

**DIRECTORATE: LOCAL GOVERNMENT CHAMPIONS**

**POST TITLE: LOCAL GOVERNMENT SPECIALIST**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2020 (MSDS)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in the field of Public Administration, Municipal Governance/ Administration, Social Sciences or a related qualification coupled with 5 years at amiddle /senior management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge of relevant local government legislation and enabling prescripts ■ Knowledge of functioning of municipalities ■ Knowledge of intergovenmental and internal relations ■ Knowledge of Project Management principles ■ Ability to articulate and implement the Intergovernmental Relations Framework Act (IGFA), Municipal Finance Management Act (MFMA) and all other relevant local governent legislation ■ Ability to nurture relationships with strategic partners (especially municipalities) within and outside of the government sector ■ Good planning and management skills ■ Strategic analysis and conflict resolution skills ■ Decision making and team development skills ■ Problem solving and project management skills ■ Presentation and facilitation 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 and coordinate municipal support and COGTA programmes within the Districts with the following key responsibilities:- ■ Implement predetermined municipal support programme objectives ■ Manage departmental projects regarding municipalities facing service delivery problems (Back to Basics) ■ Provide and facilitate hands on specialist support to municipalities on local government issues and municipal support programmes (Municipal administration, governance and finance) ■ Facilitate the planning and coordination of appropriate interventions ■ Refer high profile queries/ complaints regarding service delivery problems to HOD/ MEC ■ Compile reports on service delivery issues within the districts ■ Convene meetings and provide support to municipalities on

municipal support service programmes ■ Oversee municipal performance and service delivery improvement programmes within municipalities ■ Manage the implementation of the MEC’s activity plan, campaign plans and ministerial visits to municipalities to launch campaigns ■ Provide support with the development of MEC’s project plans ■ Monitor the implementation of the municipal support programmes and campaign plans within municipalities ■ Ensure the compilation of reports on affected municipalities by obtaining relevant evidence ■ Provide feedback to all stakeholders ■ Liaise with relevant stakeholders with regard to municipal support programme launches/ campaigns ■ Provide support in facilitating the visits by MEC’s to municipalities within the district ■ Support the MEC’s during the visits by briefing them on the status of the municipal support programmes and challenges faced by municipalities ■ Manage administrative support functions pertaining to municipal support programmes ■ Provide reports timeously on status of service delivery issues ■ Develop and implement

policies, frameworks, guidelines and toolkits ■ Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives ■ Development of effective municipal performance and service delivery policies, strategies, guidelines and toolkits ■ Develop best practices in respect of policy matters ■ Ensure implementation of policies and strategies ■ Provide advice and guidance to management and municipalities regarding the interpretation and implementation of policies, strategies, guidelines and toolkits ■ Monitor and evaluate compliance with implemented policies ■ Report on any discrepancies with regard to compliance with all relevant stakeholders ■ Manage the resources of the directorate.

ENQUIRIES: Ms B Ally TELEPHONE: 033 355 6554

**CHIEF DIRECTORATE: DISASTER MANAGEMENT**

**DIRECTORATE: DISASTER MANAGEMENT OPERATIONS**

**POST TITLE: DIRECTOR: DISASTER MANAGEMENT OPERATIONS**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 2/ 2020 (DM)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/ Fire Technology/ Emergency Management or a related qualification coupled with 5 years’ experience at a middle management/ senior management level in the disaster management environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Sound knowledge of relevant legislation & policies ■ Knowledge in terms of interpretation of relevant and related legislation ■ Knowledge of service delivery policy ■ Knowledge of structure & functioning of Government ■ Awareness and understanding of cultural climate within the Public Service ■ Awareness & understanding of service delivery environment ■ Knowledge of project management ■ Team development and problem solving skills ■ Decision making and public participation 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 facilitate disaster management interventions at provincial and municipal levels with the following key responsibilities: - ■ Facilitate disaster management awareness, preparedness and capacity building ■ Facilitate volunteerism in all spheres of government ■ Facilitate disaster management emergency responses ■ Establish and maintain communication links between all spheres of government ■ Manage the resources of the unit.

ENQUIRIES: Ms B Mgutshini TELEPHONE: 033 846 9003

**CHIEF DIRECTORATE: MUNICIPAL INFRASTRUCTURE**

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT**

**POST TITLE: DIRECTOR: INFRASTRUCTURE DEVELOPMENT**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 2/2020 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering coupled with 5 years’ experience at a middle/ senior management level in engineering and/or project and construction management. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge and understanding of the structure and functioning of government ■ Knowledge of budget and cash flow management ■ Knowledge of project life cycle costing and cash flow management ■ Knowledge of infrastructure investment planning ■ Knowledge of relevant policies (municipal grant, infrastructure development and public service) ■ Knowledge of supply chain management ■ Knowledge of labour intensive construction methodologies ■ Financial management sklls ■ Decision making and team leadership skills ■ Conflict management, problem solving and analysis skills ■ Planning, presentation and leadership skills ■ Project management skills ■ Analytical and problem solving skills ■ Informtion management and reporting 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 manage and co-ordinate municipal infrastructure development with the following key responsibilities:- ■ Manage and facilitate municipal infrastructure development progammes and project management ■ Administer sustainable service delivery ■ Manage infrastructure finance ■ Manage the development and implementation of policies ■ Manage the resources of the Directorate.

**DIRECTORATE: SECTOR CO-ORDINATION AND PLANNING**

**POST TITLE: DIRECTOR: SECTOR CO-ORDINATION AND PLANNING**

SALARY: R 1 057 326 - R 1 245 495 PER ANNUM (All inclusive remuneration package to

be structured in accordance with the rules of the Senior Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 3/2020 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Infrastructure Development or the built environment coupled with 5 years’ experience at a middle/ senior management level in an infrastructure environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of service delivery & indigents policy ■ Knowledge of structure & functioning of departments & government ■ Knowledge of water and sanitation ■ Knowledge of energy sector ■ Knowledge of relevant legisation & policies ■ Awareness and understanding of service delivery environment ■ Financial management sklls ■ Project management skills ■ Analytical and problem solving skills ■ Information management and reporting skills ■ Planning, presentation and leadership skills ■ Decision making and team leadership skills ■ Innovation skills ■ Strategic planning skills ■ Research 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 foster sector alignment, infrastructure planning and delivery with the following key responsibilities:- ■ Manage and co-ordinate water services planning support on behalf of the Department ■ Manage energy services planning support ■ Research, develop and implement water and energy strategies, new and alternative technology ■ Manage the reporting on water and energy services ■ Manage the resources of the Directorate.

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT**

**POST TITLE: PROJECT MANAGER: PROJECT MANAGEMENT (3 POSTS)**

SALARY: R869 007 - R1 023 645 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 4/2020 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in built environment disciplines of Engineering or Project Management, coupled with 3 years’ junior management experience in the build environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge and understanding of the structure and functioning of government ■ Project life cycle costing and cash flow management ■ Knowledge of relevant (municipal grant and infrastructure development) policies ■ Knowledge of supply chain management ■ Knowledge of labour intensive construction methodologies ■ Financial management sklls ■ Analytical and problem solving skills ■ Information management and reporting skills ■ Planning, presentation and leadership skills ■ Innovation skills ■ Strategic planning skills ■ Research 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 manage infrastructure development programmes and projects with the following key responsibilities:- ■ Manage implementation and coordination of municipal infrastructure developmeent programmes ■ Support municipal project management ■ Infrastructure project business planning ■ Monitoring and evaluation of infrastructure development projects ■ Support financial management of infrastructure development programmes ■ Support reporting on infrastructure development progammes ■ Manage district capacity building programmes ■ Manage the resources of the component.

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT**

**POST TITLE: ENGINEER: WATER (2 POSTS)**

**SALARY: R 718 059 – R1 090 458 PER ANNUM (OSD )**

CENTRE: PIETERMARITZBURG

REFERENCE: 5/2020 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge and understanding of policy analysis ■ Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) ■ Knowledge of engineering design and analysis ■ Knowledge of research and development ■ Knowledge of computer-aided engineering applications ■ Knowledge of legal compliance ■ Knowledge of technical report writing ■ Knowledge of creating a high performance culture ■ Good professional judgement ■ Decision making and team leadership skills ■ Conflict management, problem solving and analysis skills ■ Planning, organising and presentation skills ■ Innovation, analytical and creativity skills ■ Self management and financial management skills ■ Customer focus and responsiveness skills ■ People and change management skills ■ Programme and project management skills ■ Information management and reporting skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS Office.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- ■ Design new systems to solve practical engineering challenges, improve efficiency and enhance safety ■ Conduct research and development ■ Perform office administration and budget planning ■ Manage the effective utilization of resources.

**DIRECTORATE: INFRASTRUCTURE DEVELOPMENT**

**POST TITLE: ENGINEER: MECHANICAL /CIVIL (2 POSTS)**

SALARY: R 718 059 – R1 090 458 PER ANNUM (OSD)

CENTRE: PIETERMARITZBURG

REFERENCE: 6/2020 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge and understanding of policy analysis ■ Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) ■ Knowledge of engineering design and analysis ■ Knowledge of research and development ■ Knowledge of computer-aided engineering applications ■ Knowledge of legal compliance ■ Knowledge of technical report writing ■ Knowledge of creating a high performance culture ■ Good professional judgement ■ Decision making and team leadership skills ■ Conflict management, problem solving and analysis skills ■ Planning, organising and presentation skills ■ Innovation, analytical and creativity skills ■ Self management and financial management skills ■ Customer focus and responsiveness skills ■ People and change management skills ■ Programme and project management skills ■ Information management and reporting skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS Office.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate sustainable service delivery with the following key responsibilities:- ■ Design new systems to solve practical engineering challenges and improve efficiency and enhance safety ■ Conduct research and development ■ Perform office administration and budget planning ■ Manage the effective utilization of resources.

ENQUIRIES: Ms A Dipa TELEPHONE: 033 355 6188

**HEAD OF DEPARTMENT**

**DIRECTORATE: OFFICE OF THE HEAD OF DEPARTMENT**

**POST TITLE: DEPUTY DIRECTOR: STRATEGIC RELATIONS (TRAD AFFAIRS)**

SALARY: R869 007 - R1023 645 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 3/2020 (OHOD)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Management or a related qualification coupled with 3 years junior management experience in the administration environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:-■ Knowledge of relevant legislation ■ Knowledge of research and development of legislation ■ Knowledge of legal framework of traditional institutions ■ Good report writing and awareness and understanding of the traditional institutions environment ■ Knowledge of conflict resolution, policy analysis and project management ■ Good report writing and secretariat skills to provide service to Exco and Manco meetings ■ Good communication skills (verbal & written) ■ Good planning, conflict resolution and team development skills ■ Decision making, problem solving and time management skills ■ Good financial management skills ■ Computer literacy in MS Office ■ A Valid code 8 drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to co-ordinate all functions of the traditional affairs branch with the following key responsibilities to:- ■ Provide strategic support and linkage between the traditional affairs branch and the Office of the HOD ■ Facilitate reporting framework for all Directorates and Sub-Directorates in the Traditional Affairs Branch ■ Facilitate strategic alliances between the Traditional Affairs Branch and all relevant strategic partners within and outside of government ■ Co-ordinate outputs and outcomes of the Traditional Affairs Branch and other programmes within the Province and at National level ■ Manage strategic meetings between the Office of the HOD and the Traditional Affairs Branch ■ Represent the office of the HOD in Branch strategic activities ■ Facilitate strategic partnerships between the Department and private sector partners ■ Represent the Office of the HOD in strategic forums ■ Seek new partnerships ■ Manage good communication between the Department and private partners ■ Provide assistance to the Branch in interactions with external stakeholders and partners ■ Manage follow up matters between the local government branch and all key stakeholders ■ Manage all correspondence relating to Traditional Institutions, to and from Cabinet, Municipal Manager’s forum, Cabinet clusters, MinMec, PCC, inter-sphere and interdepartmental ■ Facilitate responses to and from various stakeholders ■ Ensure positive communication of the successes of the Branch ■ Facilitate the flow of information to the Branch from all stakeholders and partners via the HOD’s Office ■ Follow up on matters emanating from traditional institutions and service providers impacting on the Department ■ Ensure quarterly reporting by the Traditional Affairs Branch ■ Monitor the performance of the Traditional Affairs Branch ■ Attend and provide support to the Branch MANCO ■ Provide assistance to the Branch in interactions with external stakeholders and partners.

ENQUIRIES: Mr T Tubane TELEPHONE: 033 395 2035

**CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION**

**DIRECTORATE: PROVINCIAL HOUSE SECRETARIAT SUPPORT**

**POST TITLE: DEPUTY DIRECTOR: PROVINCIAL HOUSE**

SALARY: R869 007- R1 023 645 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 3/2020 (TRA)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or related qualification coupled with 3 years junior management experience in the traditional institutional environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Knowledge of financial management ■ Knowledge of relevant legislation and policies ■ Knowledge of programme management ■ Knowledge of integrated approach to service delivery nance ■ Knowledge of financial management prescripts that guide Traditional Councils ■ Knowledge of prescripts that guide Public sector ■ Planning and analytical skills ■ Team development and decision making skills ■ Presentation and leadership skills ■ Community development and networking skills ■ Organising and controlling skills ■ Research 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 manage the provision of administrative and financial support to the Provincial House with the following key responsibilities:- ■ Manage the overall functioning of the Provincial House, including all resources ■ Manage the provision of logistical, transport and auxiliary support services to the Provincial House ■ Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipalities ■ Assist in advising the District Municipalities on the development of planning frameworks and by-laws that will impact on traditional communities ■ Provide support to Traditional Councils ■ Ensure effective and efficient management of resources.

ENQUIRIES: Ms P Mtshali TELEPHONE: 033 897 5601/ 033 897 5687

**CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION & GOVERNANCE**

**DIRECTORATE: MUNICIPAL INVESTIGATIONS**

**POST TITLE: DEPUTY DIRECTOR: PROSECUTIONS**

SALARY: R 733 257 - R863 748 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 2/2020 (MAG)

REQUIREMENTS:

The ideal candidate must be in possession of a Bachelor’s Degree or NQF level 7 qualification as recognized by SAQA in Law or Policing coupled with 3 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 Legislation ■ Interpretation and application of legislation and policy skills ■ Decision making and problem solving skills ■ Skills in giving evidence in criminal, civil proceedings or litigation and disciplinary enquiries as well as commissions of enquiry ■ Communication skills (both written and verbal) ■ Computer literacy in MS Office ■ A valid Code 8 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: Ms S Govender TELEPHONE: 033 355 6234

**HEAD OF DEPARTMENT**

**DIRECTORATE: LEGAL SERVICES**

**POST TITLE: SENIOR LEGAL ADMINISTRATION OFFICER (2 POSTS)**

SALARY: R 473,820.00 – R 1,140,828 PER ANNUM (MR6)

CENTRE: PIETERMARITZBURG

REFERENCE: 2/2019 (LS)

REQUIREMENTS:

The ideal candidate must be in possession of a Bachelor’s Degree or NQF level 7 qualification as recognised by SAQA in Law coupled with 8 years’ appropriate post qualification legal experience in the criminal and civil courts, law of evidence, legislative drafting and knowledge of labour law.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of English Language and legal terminology ■ Wide knowledge of legal subjects and fields, for example the law of contracts and delict ■ Knowledge of Resolution 1 of 2003 ■ Knowledge of internet research ability ■ Knowledge of legislative drafting ■ Analytical ability to grasp context of problem skills ■ Ability to observe human behaviour to discern between truthfulness and lies ■ 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 render legal support services to the Department with emphasis on Traditional Affairs matters, with the following key responsibilities: - ■ Render legal advisory services ■ Render legal drafting services ■ Render dispute resolution services ■ Render legal administrative services.

ENQUIRIES: Mr S Zondi TELEPHONE: (033) 395 2942

**BUSINESS UNIT: MONITORING EVALUATION AND STRATEGIC PLANNING**

**DIRECTORATE: STRATEGIC PLANNING AND SERVICE DELIVERY**

**POST TITLE: ASSISTANT DIRECTOR: BATHO PELE**

SALARY: R376 396 - R454 920 PER ANNUM

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2020 (MESP)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Business Administration/ Human Resource Management or a related qualification coupled with 2 -3 years supervisory experience in the service delivery environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Knowledge of policy development and analysis ■ Knowledge of Batho Pele principles and project management ■ Knowledge of co-ordination, monitoring and evaluation mechanisms, systems and processes ■ Knowledge of contents of SDIPs ■ Good planning, facilitation and project management skills ■ Negotiation skills, problem solving and consultation skills ■ Effective organisational skills with strong leadership and management skills ■ Ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner ■ 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 facilitate and monitor the implementation of Batho Pele/service delivery improvement initiatives with the following key responsibilities:- ■ Facilitate and coordinate the implementation of the Service Delivery Improvement Plans (Branch and lower) ■ Promote awareness of the Batho Pele Principles and service standards ■ Participate in the Batho Pele Co-ordination Forums ■ Facilitate the implementation and maintenance of the Departmental and Premier’s Service Excellence Awards ■ Facilitate the compilation and maintenance of Service Delivery Charters for business units.

ENQUIRIES: Ms N Mshengu TELEPHONE: 033 395 2644

**CHIEF DIRECTORATE: MUNICIPAL LOCAL ECONOMIC DEVELOPMENT SUPPORT**

**DIRECTORATE: PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT**

**POST TITLE: PROJECT OFFICER: PROJECT IMPLEMENTATION**

SALARY: R316 791 – R373 167 PER ANNUM

CENTRE: DURBAN

REFERENCE: 1/2020 ( MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management/ Development Studies or related field coupled with 3 years’ experience in the project management or local economic development environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Knowledge of policy development, research and analysis ■ Knowledge of local government legislation ■ Knowledge of interpretation of relevant and related legislation ■ Awareness and understanding of local development programmes ■ Knowledge of research and analysis of data ■ Knowledge of monitoring and evaluation processes and systems ■ Knolwedge of PFMA, MFMA, PSR and PSA ■ Project planning skills ■ Organizational skills including ability to prioritize work and handle multiple tasks simultaneously ■ Ability to conduct research ■ Good oral and written communication skills ■ Reasoning and problem solving skills as well as analytical skills ■ Good report writing skills ■ Problem solving and presentation skills ■ Ability to self-motivate ■ Time management skills to meet deadlines ■ People management skills ■ Relationship Management 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 support in the implementation of LED projects/ programmes with the following key responsibilities:- ■ Provide support to municipalities with the development, refinement, implementation and monitoring of Municipal LED policies and implementation plans ■ Provide support with the implementation of interventions at municipal level for the region in line with Provincial Programs and Objectives (e.g. Red Tape Reduction, RASET, Operation Phakisa) ■ Assess implementation progress in municipalities ■ Provide administrative support services.

**DIRECTORATE: PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT**

**POST TITLE: PROJECT OFFICER: LED INSTITUTIONAL DEVELOPMENT (4 POSTS)**

SALARY: R316 791 – R373 167 PER ANNUM

CENTRE: PIETERMARITZBURG

REFERENCE: 2/2020 ( MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as minimum as recognised by SAQA in Town Planning /Development Planning / Development Studies / Tourism / Agriculture /Project Management or related field coupled with a minimum of 2 years’ experience in the urban / rural development and project management with administrative and research experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Knowledge of policy preparation, research and analysis ■ Knowledge of local government legislation ■ Knowledge of Organizational skills including ability to prioritize work and handle multiple tasks simultaneously ■ Ability to conduct research ■ Good report writing skills ■ Problem solving and presentation skills ■ Self-motivated and driven skills ■ Skills of meeting deadlines ■ People management skills ■ Relationship Management 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 planning, monitoring, administrative support and research functions to LED Institutions Development activities of the Directorate with the following key responsibilities:- Monitor the implementation of LED Framework in municipalities taking into account priority sectors of the Province (e.g. Agriculture, Tourism, Manufacturing, etc.) as well as potential for public / private sector partnerships ■ Provide support in the rollout of LED support programmes in DDAs and municipalities ■ Assess programme implementation progress in DDAs / Municipalities ■ Render administrative functions and support to the Deputy Director and the Directorate.

ENQUIRIES: Ms N Buthelezi TELEPHONE: 033 897 5891

**DIRECTORATE: COMMUNITY SERVICE CENTRES**

**POST TITLE: PROJECT OFFICER (CSC)**

SALARY: R316 791 – R373 167 PER ANNUM

CENTRE: PIETERMARITZBURG

REFERENCE: 3/2020 ( MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management / Built Environment or related field coupled with 3 years’ experience in project management/ community development/ infrastructure.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Knowledge of business planning ■ Knowledge of monitoring & evaluation systems ■ Knowledge of CSC programmes and electronic filing ■ Knowledge of project management ■ Knowledge of interpretation of relevant and related legislation ■ Knowledge of research and analysis of data ■ Knowledge of PFMA, PSR and PSA ■ Analytical & innovative thinking skills ■ Research & facilitation skills ■ Strategy development skills ■ Report writing and presentation skills ■ People management skills ■ Relationship Management and decision making 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 provide technical support on community service centres infrastructure development with the following key responsibilities:- ■ Facilitate improved community access to government centres ■ Facilitate the rehabilitation and maintenance of community service centres ■ Facilitate the operation of community service centres ■ Monitor and evaluate performance of Programme implementation ■ Manage project administration system ■ Apprise Project Managers on Programme progress

ENQUIRIES: Mr D Badul TELEPHONE: 033 355 6480

**CHIEF DIRECTORATE: FINANCE**

**DIRECTORATE: FINANCIAL ACCOUNTING**

**POST TITLE: CHIEF ACCOUNTING CLERK**

SALARY: R 257 508 – R 303 339 PER ANNUM

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2019 (SCM)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as a minimum as recognised by SAQA in Asset Management or Supply Chain Management coupled with 1 years’ experience in a Supply Chain Management Environment or a Senior Certificate coupled with 3 years’ experience in a Supply Chain Management Environment

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Sound knowledge of procurement and payments systems, policies and procedures ■ Sound knowledge of PFMA and Treasury Regulations, SCM and other prescripts ■ Functional knowledge of BAS ■ Good planning, decision making and problem solving skills ■ Ability to develop the unit into a team ■ Numeracy 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 provide credit management services with the following key responsibilities: ■ Verify documents for payment ■ Administer the processing of payments ■ Administer creditors control registers ■ Facilitate the financial reconciliation and reporting thereof ■ Exercise control of staff.

ENQUIRIES: Ms Y Joyi TELEPHONE: 033 355 3085

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**NOTE TO APPLICANTS:**

**Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally 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 applicants. Appointment is subject to a positive outcome obtained from the NIA on 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 the Department 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 management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment tests generic management competencies using the mandated DPSA SMS competency assessment tools. The following posts are being re-advertised: Director: Disaster Management; Civil Engineer: Project Management (2 Posts), Civil Engineer: Sustainable Service Delivery, Electrical**

**Engineer: Sustainable Service Delivery, Deputy Director: Prosecutions and Senior Legal Administration Officer. 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 Nyilenda, Closing date: 3 July 2020 (Applications received after this date will not be accepted). The Department is an equal opportunity, affirmative action employer and is committed to empowering people living with disability.**