



**cogta**

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

## **CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

### **DIRECTORATE: HUMAN CAPITAL DEVELOPMENT**

**POST TITLE:** DEPUTY DIRECTOR: SKILLS  
**SALARY:** R657 558.00 PER ANNUM (All Inclusive Middle Management Service Package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 1/2017 (HCD)

**REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/National Diploma in HRM/HRD, practical demonstration of knowledge and skills coupled with 3 years' junior managerial experience in the Training and Development field.

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

The successful candidate must have:- ■ Sound knowledge of Legislation and prescripts ■ Knowledge of policies pertaining to the HRD field ■ Practical demonstration of knowledge in the HRD field ■ Knowledge of Finance ■ Good planning and managerial skills ■ Decision making and problem solving skills ■ Conflict management skills ■ Staff development and diversity management skills ■ Presentation skills ■ Good communication skills (verbal & written) ■ Good computer literacy in MS office ■ A valid code 8 drivers license.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to facilitate Training and Development with the following responsibilities: ■ Implement Departmental, National and Provincial Strategies ■ Develop, implement and monitor policies and guidelines ■ Co-ordinate Management Development Programmes ■ Implement a Quality Management System ■ Facilitate Life Long Learning ■ Management of human, financial resources and training records.

**ENQUIRIES:** MR DA BEYKIRCH TELEPHONE: 033-395 2011

## **DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND ORGANISATIONAL EFFICIENCY SERVICES**

**POST TITLE:** ASSISTANT DIRECTOR: DISABILITY, GENDER & EQUALITY  
**SALARY:** R334 545.00 PER ANNUM  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 1/2017 (OD&E)

**REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/National Diploma in Human Resource Management coupled with 3 years' administrative experience in Human Resource Management.

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

The successful candidate must have:- ■ Sound knowledge of Public Service Act/Regulations, Skills Development policies and strategies ■ Knowledge of Departmental policies ■ Knowledge and understanding of Human Resource Management practices in the Public Service ■ Knowledge of Public Service reporting procedures and work environment ■ Knowledge of interpretation of legislations, policies and statistics ■ Knowledge of computer based Human Resource Management Information systems ■ Knowledge and understanding of all prescripts, practices and procedures ■ Interpretation and application of policies/legislation skills ■ Investigative, policy formulation and managerial skills ■ Problem solving and analytical thinking skills ■ Basic Financial Management skills ■ Team building and motivation/leadership skills ■ Project management skills ■ Presentation and facilitation skills ■ Good communication skills (verbal & written) ■ Good computer literacy in MS office and Persal.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to facilitate Human Resource practices within the Department with the following responsibilities: ■ Coordinate Departmental Disability and Gender Projects and Programmes ■ Coordinate Employment Equity Programme within the Department ■ Ensure the development, review and implementation of Departmental disability and gender policies, strategies, procedure manuals and guidelines ■ Ensure effective and efficient utilization of the resources within the component.

**ENQUIRIES:** MR HT HABERMANN TELEPHONE: 033-395 2681

## **HEAD OF DEPARTMENT**

### **DIRECTORATE: INTERNAL CONTROL**

**POST TITLE:** DEPUTY DIRECTOR: AUDIT  
**SALARY:** R657 558.00 PER ANNUM (All Inclusive Middle Management Service Package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 1/2017 (IC)

**REQUIREMENTS:**

The ideal candidate must be in a possession of appropriate Bachelor's Degree/National Diploma or equivalent qualification in Financial Management/ Internal Auditing coupled with 3 years relevant junior management experience. Knowledge of TeamMate will be an added advantage.

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

The successful candidate must have:- ■ Knowledge and understanding of PFMA and other relevant legislations ■ Awareness and understanding of cultural climate within the Public Service ■ Knowledge of policy analysis, project planning, audit planning; audit execution; risk management ■ Knowledge of standard for professional practice of internal auditors ■ Knowledge of Batho Pele principles ■ Good planning and team development skills ■ Decision making, problem solving and team development skills ■ Managerial, financial management; project planning and management skills ■ Report writing, presentation and facilitation skills ■ Good communication skills (verbal & written) ■ Advanced Computer in MS Office (Internet and Intranet) ■ A valid code 8 drivers licence.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to provide Internal Audit to ensure compliance with policy and prescripts with the following key responsibilities:- ■ Co-ordinate, formulate and submit audit information for the annual audit plan ■ Ensure the effective, efficient and economical implementation of annual audit programme ■ Co-ordinate the undertaking of the internal compliance and performance audit and approve the internal audit plan ■ Co-ordinate the reporting on the audit coverage and results of audit activities ■ Provide support service to the internal control compliance committee ■ Management of the units resources

**POST TITLE:** DEPUTY DIRECTOR: RISK MANAGEMENT  
**SALARY:** R657 558.00 PER ANNUM (All Inclusive Middle Management Service Package)  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 2/2017 (IC)

**REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/ National Diploma or equivalent qualification with Accounting and or Auditing /Internal Auditing/ Internal control/Risk Management as major subjects coupled with 3-5 years junior Management experience in Accounting and or Auditing /Internal Auditing/Internal control/Risk Management field. Certified Internal Auditor will be an added advantage.

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

The successful candidate must have:- ■ Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Regulatory Framework (PSRF), Labour relations act ■ Knowledge of standards for the professional practice of internal auditing and general recognised accounting principles ■ Knowledge of generally accepted accounting principles, MTEF budget compilation and analysis as well as risk analysis/management ■ Knowledge of internal control procedures, risk management practices and basic accounting system ■ Knowledge of auditing and internal auditing standards ■ Knowledge of service delivery (Batho Pele) and public service code of conduct ■ Knowledge of provincial treasury practice notes and advanced MS office applications ■ Good problem-solving, analytical and numeracy skills ■ Good analytical and quantitative method tools skills ■ Good research, report writing and policy interpretation/ analysis and development skills ■ Project planning and management as well as change management skills ■ Good financial, organising and presentation skills ■ Facilitation and time management skills ■ Policy development and management skills ■ Statistical and quantitative analysis skills ■ Good communication (verbal & written) as well as interpersonal relations skills ■ Self-discipline and ability to work under pressure ■ computer literacy in MS office ■ A valid code 8 drivers licence.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to manage and oversee the provisioning of effective and efficient departmental internal risk management services in terms of legislative mandates with the following key responsibilities:- ■ Ensure monitoring, evaluation and reporting on the implementation of effective and efficient risk management systems and strategies within the department ■ Ensure and oversee the development and implementation of effective and efficient risk management policies, frameworks and procedure manuals ■ Ensure the development, implementation and maintenance of risk management monitoring and evaluation mechanisms within the department ■ Provide transversal support, advice and guidance in terms of risk management prescripts ■ Compile and issue reports to the executing authority on risk management compliance programmes ■ Ensure the management, development and supervision of staff and other resources:

**DIRECTORATE:** INTERNAL CONTROL  
**POST TITLE:** INTERNAL CONTROL OFFICER ( 3 POSTS)  
**SALARY:** R281 418.00 PER ANNUM  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 3/2017 (IC)

**REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/ National Diploma or equivalent qualification with Accounting/ Auditing. /Internal Auditing as major coupled with 1- 2 years' experience in Accounting and Auditing/Internal Control and Risk Management field. IAT/PIA/CIA will be an added advantage.

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

The successful candidate must have:- ■ Knowledge of public sector, local government and public/ private entities system and relevant legislation/statutes, including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, ■ Knowledge of risk analysis/ management, internal control procedures, and risk management practices ■ Knowledge of Auditing and Internal Auditing Standards, and Service delivery (Batho Pele) ■ Knowledge of Public Service Code of Conduct, Provincial Treasury Practice Notes and advanced MS office applications ■ Good problem-solving, analytical and numeracy skills ■ Good analytical and quantitative method tools skills ■ Good report writing, policy interpretation/ analysis, financial management skills ■ Good organising, and presentation skills ■ Good communication (verbal & written) and interpersonal relations skills ■ Statical and quantitative analyses skills ■ Self discipline and ability to work under pressure with minimu supervision skills ■ Computer literacy in MS office ■ A valid code 8 drivers license.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to provide an effective and efficient departmental internal control services in terms of legislative mandates with the following key responsibilities:- ■ Conduct internal control inspections to identify lack/ ineffective internal control management systems within the department ■ Implement effective and efficient internal control management policies, frameworks and procedure manuals throughout the department ■ Implement internal control monitoring and evaluation mechanisms within the department ■ Provide transversal support, advice and guidance in terms of internal control prescripts ■ Participate in the compilation of reports to the executive authority on internal control management compliance programmes ■ Provide input on the development of departmental internal control policies, frameworks and procedure manuals.

**POST TITLE:** RISK MANAGEMENT OFFICER (2 POSTS)  
**SALARY:** R281 418  
**CENTRE:** PIETERMARITZBURG  
**REFERENCE:** 4/2017 (IC)

**REQUIREMENTS:**

The ideal candidate must be in a possession of a Bachelor's Degree/National Diploma with Accounting / Auditing / Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field. CFE, IRMSA Risk Practitioner, CIA as well as knowledge of TeamMate and CURA will be an added advantage.

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

The successful candidate must have:- ■ Sound knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes ■ Knowledge of constitution of South Africa ■ Knowledge Public Financial Management Act (PFMA) and Municipal Finance Management Act (MFMA) ■ Knowledge of Provincial Treasury Practice Notes, Treasury Regulations and risk analysis/management ■ Knowledge of internal control procedures and risk management practices ■ Knowledge of auditing and internal auditing standards ■ Knowledge of service delivery (Batho Pele) and public service code of conduct ■ Problem solving, analytical and numeracy skills ■ Analytical and quantitative method tools skills ■ Problem solving and good interpersonal relations skills ■ Basic financial management skills ■ Report writing and policy interpretation and analysis skills ■ Financial management, organising and presentation skills ■ Statistical and quantitative analysis skills ■ Self-discipline and ability to work under pressure within minimum supervision ■ Good communication skills (verbal & written) ■ Good computer literacy in Ms office ■ A valid code 8 driver's license.

**KEY RESPONSIBILITIES:**

The successful candidate will be required to provide an effective and efficient departmental risk management services in terms of legislative mandates with the following responsibilities: ■ Conduct risk management investigations to identify lack/ineffective risk management systems within the department ■ Implement effective and efficient risk management policies, frameworks and procedure manual throughout the department ■ Implement risk management monitoring and evaluation mechanisms within the department ■ Provide transversal support, advice and guidance in terms of risk management prescripts ■ Participate in the compilation of reports to the Executing Authority on risk management compliance programmes ■ Provide inputs on the development of departmental risk management policies, frameworks and procedure manuals.

**ENQUIRIES:** MS T DINGA TELEPHONE: 033 3952057

**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 Nyilinda, Closing date: 27 October 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.

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.

