



CHIEF DIRECTORATE: MUNICIPAL LOCAL ECONOMIC DEVELOPMENT SUPPORT

POST TITLE: CHIEF DIRECTOR: MUNICIPAL LED SUPPORT
SALARY: R 1 251 183 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 4/2020 (MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Economics/ Development Planning or a related qualification coupled with 5 years' experience at a senior management level in an Economic 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:- ■ Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws ■ Knowledge of Public Service Act/ Regulations and Labour Relations Act ■ Knowledge in interpretation, research and development of legislation ■ Knowledge of monitoring and evaluation processes and systems ■ Awareness and understanding of the municipal environment ■ Knowledge of project management and policy analysis ■ Planning and organizing skills ■ Conflict resolution and communication skills ■ Time management skills ■ Team development, decision making and problem solving skills ■ Management of finances skills ■ Project management and strategic planning skills ■ Financial and conflict resolution skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS Office ■ A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the implementation of programmes that strengthens local economic development with the following key responsibilities:- ■ Oversee LED projects implementation and institutional development ■ Manage and support interventions and flagship programmes including CWP and EPWP ■ Manage the improvement of government services access by communities ■ Manage the development and implementation of policies, procedures and processes ■ Manage the resources of the Chief Directorate.

ENQUIRIES: Ms B Mgutshini

TELEPHONE: 033 897 5672

HEAD OF DEPARTMENT

DIRECTORATE: INTERNAL CONTROL
POST TITLE: DEPUTY DIRECTOR: AUDIT
SALARY: R733 257 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 3/202020 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management as major subjects coupled with 3 years junior management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Certified Internal Auditor (CIA) will be an added advantage as well knowledge of TeamMate.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge and understanding of PFMA and other relevant legislation ■ Awareness and understanding of cultural climate within the Public Service ■ Knowledge of policy analysis, project planning, audit planning; audit execution and risk management ■ Knowledge of standards 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 and financial management skills ■ Project planning and management skills ■ Advanced computer skills in MS Office, internet and intranet ■ Report writing, presentation and facilitation skills ■ Good communication skills (verbal & written) A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required 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 oversight committees ■ Management of the units resources.

DIRECTORATE: INTERNAL CONTROL
POST TITLE: DEPUTY DIRECTOR: RISK MANAGEMENT
SALARY: R733 257 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 4/2020 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA 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 environment. Qualification as a CFE, IRMSA Risk Practitioner and or 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 systems and relevant Legislation/ Statutes (including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Service Delivery (Batho Pele), Treasury Regulations and Practice Notes, Public Service Regulatory Framework (PSRF) and Labour Relations Act ■ Knowledge of standards for the professional practice of internal auditing ■ Detailed knowledge of KZN Anti Fraud and Anti Corruption Framework; Public Service Risk Management Framework; KZN Provincial Risk Management Framework; Public Sector Integrity Management Framework; Public Service Anti-Corruption Framework; Minimum Anticorruption Capacity Standards. (MAC); Minimum Information Security System (MISS) and Prevention and Combating of Corrupt Activities Act (PRECCA) ■ Knowledge of MTEF budget compilation and analysis as well as basic accounting system (BAS) ■ Detailed knowledge of risk analysis/ management and risk management practices ■ Knowledge of Public Service Regulations and public service code of conduct ■ Problem-solving, analytical and numeracy skills ■ Analytical and quantitative method tools skills ■ Good research, report writing and investigation skills ■ Policy interpretation/ analysis and development skills ■ Project planning and management as well as change management skills ■ Good financial management skills ■ Presentation and facilitation skills ■ Management, statistical and quantitative analysis skills ■ Good communication (verbal & written) as well as interpersonal relations skills ■ Self-discipline and ability to work under pressure ■ Knowledge of advanced MS office applications including internet and intranet ■ A valid drivers licence ■ Knowledge of TeamMate and CURA will be an added advantage

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 executive authority on risk management compliance programmes ■ Ensure the management, development and supervision of staff and other resources:

ENQUIRIES: Ms T Dinga

TELEPHONE: 033 395 2057

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: AUXILIARY SERVICES
POST TITLE: ASSISTANT DIRECTOR: SECURITY ADMINISTRATION
SALARY: R376 396 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2020 (CS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field/ Security Industry/ Public Administration or a related qualification coupled with 3-5 years experience in the public administration/ security management environment. The successful candidate will be required to undergo a vetting process by an organ of state within the first year of assumption of the duties.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Knowledge of policy analysis ■ Knowledge of project management ■ Knowledge of Security Acts and policies ■ Knowledge of financial management systems ■ Knowledge of security functions and security management ■ Good planning, facilitation and project management skills ■ Strategic thinking and strategic management skills ■ Security and research skills ■ Financial management skills ■ Decision making and problem solving skills ■ Interpersonal and analytical skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS Office.

KEY RESPONSIBILITIES:

The successful candidate will be required to render a dedicated, effective and efficient security administration service for the Department with the following key responsibilities:- ■ Provide access control services to departmental buildings ■ Manage outsource security services ■ Provide security to government property and at premises ■ Formulate policies and guidelines ■ Operate and maintain security monitoring systems ■ Manage the unit resources.

ENQUIRIES: Mr D Mnyandu

TELEPHONE: 033 897 5615

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: PROVINCIAL HOUSE SECRETARIAT SUPPORT
POST TITLE: ASSISTANT DIRECTOR: PROVINCIAL HOUSE SECRETARIAT SUPPORT
SALARY: R376 596.00 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2020 (TRA)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma or NQF level qualification as recognised by SAQA in Public Administration/ Human Science/ Business Management or related qualification coupled with 3-5 years' experience within an administration environment. Experience in a Traditional Affairs environment will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge of provincial policies ■ Knowledge of Departmental policies/ policy analysis ■ Knowledge of delegations ■ Knowledge of protocol services ■ Knowledge of Traditional Affairs policies ■ Knowledge of programme management ■ Knowledge of project management and financial management ■ Research skills ■ Problem solving and conflict resolution skills ■ Planning and organizing skills ■ Supervisory and management skills ■ Decision making skills ■ Good communication skills (verbal and written) ■ Computer literacy in MS Office ■ A valid drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide secretariat and administrative support and maintenance services to Provincial House Support with the following key responsibilities:- ■ Provide secretariat and administrative support and monitor the implementation of the Provincial House and its committees recommendations/ decisions ■ Provide logistical, transport and auxiliary services to the Provincial House ■ Render protocol services to the Chairperson and the Deputy Chairperson of the Provincial House and Amakhosi when attending functions ■ Provide advice and guidance and input to policy ■ Supervise staff.

ENQUIRIES: Ms P Mtshali

TELEPHONE: 033 897 5601 / 033 897 5687

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.

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:** The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nyilenda, Closing date: 16 October 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.