



KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: COMMUNICATIONS

POST TITLE: DIRECTOR: CORPORATE COMMUNICATION
SALARY: R 1 057 326 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2021 (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 middle/senior management level within the communication environment. Furthermore the recommended candidate will be required to produce his/her Nyukela 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 Public Service Acts and policies ■ Advanced knowledge of communications and public relations ■ Knowledge of generic management processes ■ Knowledge of the Constitution ■ Knowledge of the government communication system and event management ■ Problem solving and financial management skills ■ Decision making and leadership skills ■ Strategic communication and project management skills ■ Listening and time management skills ■ Presentation, policy and strategy preparation skills ■ Language proficiency: English/Zulu ■ Good communication skills (written and verbal) ■ Excellent writing skills ■ Computer literacy in MS Office ■ A valid driving licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the provision of communication services for the Department with the following key responsibilities: - ■ Manage the development of the communication policy framework for the Department in accordance with current legislation, provincial and national policies and procedures ■ Manage communication outreach and research programmes, which focus on service delivery at local government level ■ Provide a publications, translation and multimedia service to allow improved access to departmental information internally and externally ■ Manage public relations, marketing and advertising services to ensure a departmental brand is created and promoted ■ Manage the provision of the employee communication programme aimed at improving the morale of employees ■ Manage the effective utilization of resources allocated to the component ■ Provide technical support to the HOD and EXCO in terms of media liaison and communication matters.

ENQUIRIES: Ms BNN Ndlovu

TELEPHONE: 033 8975603

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: 3/2021 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree or NQF level 7 qualification as recognized by SAQA in Auditing/ Internal Auditing/ Internal Control/ Risk Management coupled with 3 years junior management experience in Internal Auditing environment. Furthermore the ideal candidate must be registered as a Certified Internal Auditor or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). 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 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 driver's 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: 4/2021 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree or NQF level 7 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 as well as Knowledge of CURA

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 driver's 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: FINANCE

DIRECTORATE: BUDGET CONTROL AND PLANNING
POST TITLE: DEPUTY DIRECTOR: BUDGET SUPPORT
SALARY: R 733 257 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 6/2021(F)

REQUIREMENTS:

The ideal candidate must be in possession of a Degree or NQF level 7 qualification as recognized by SAQA in Financial Management or a related qualification coupled with 3 years junior management administrative experience in a financial environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ knowledge of Prescripts (PFMA, Treasury Regulations, DoRA) ■ Knowledge of policy analysis and project management ■ Team development, decision making and problem solving skills ■ Planning, financial management and budget planning 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 budget control services with the following responsibilities ■ Prepare departmental budget submissions ■ Direct and control expenditure and revenue ■ Compile reports on actual expenditure ■ Provide a budgetary support service to senior management and the Legislature ■ Prepare and make presentations on budget and expenditure matters ■ Ensure alignment of the budget to strategic plan and annual performance plan ■ Management, training and development of staff.

ENQUIRIES: Ms Y Joli

TELEPHONE: 033 3953085

CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION AND GOVERNANCE

DIRECTORATE: MUNICIPAL GOVERNANCE
POST TITLE: ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE (2 POSTS)
SALARY: R376 596 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2021 (MG)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in a legal field or related qualification coupled with 3 years working knowledge and supervisory experience in local government, public service or legal environment after qualification. A qualification or proven experience in legislative drafting is compulsory.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of relevant legislation Knowledge of research and development of legislation ■ Knowledge of conflict resolution ■ Knowledge of policy analysis ■ Knowledge of project management ■ Planning and organising skills ■ Conflict resolution skills ■ Problem solving and decision making skills ■ Time

management skills ■ Management 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 undertake processes in support of efficient municipal governance and compliance with the following key responsibilities:- ■ Undertake the assessment of the executive authority of municipalities ■ Undertake the assessment of the municipal council institutional framework and administer the legislative processes associated therewith ■ Process applications for by-elections in terms of timeframes ■ Provide support to municipalities with their legislative authority ■ Provide advice and legal guidance on municipal legislative framework ■ Undertake the drafting of legal documents ■ Management of resources.

ENQUIRIES: Ms N Ngwenya

TELEPHONE: 033 355 6311

CHIEF DIRECTORATE: MUNICIPAL INFRASTRUCTURE

DIRECTORATE: INFRASTRUCTURE DEVELOPMENT
POST TITLE: ENGINEER: WATER (2 POSTS)
SALARY: R 718 059 - R 1 090 458 PER ANNUM (OSD)
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2021 (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 driving license. Registration with ECSA as a Professional Engineer is a prerequisite.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ A 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 ■ Ability to create 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.

ENQUIRIES: Ms B Mgutshini

TELEPHONE: 033 8975672

NOTE TO APPLICANTS:

Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally copies of qualifications (including senior certificate), driver's licence and ID. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously.

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 State Security on the following checks (Security Clearance, Citizenship, 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 post will be subjected to a technical exercise in terms of SMS posts 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.

The following posts of are being re-advertised:-Deputy Director: Audit, Deputy Director: Risk Management, Assistant Director: Governance (2 posts) and Engineer: Water (2 posts). All applicants who applied previously must re-apply if they wish their applications to be considered

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management & 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: 30 July 2021 (Applications received after this date will not be accepted).

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.