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Human Resource Administration

CHIEF DIRECTORATE: MUNICIPAL INFRASTRUCTURE

POST TITLE: CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE

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: 2/2021(MID)

REQUIREMENTS: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years' experience at a senior managerial level within the infrastructure planning and development 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:- • Sound knowledge of relevant legislations (MFRA, MPRA, MFMA, Municipal Systems Act) • Knowledge of legal compliance • Knowledge of project management, policy analysis and strategic planning • Knowledge of infrastructure development and programme management • Knowledge of financial management and supply chain management • Knowledge of the structure and functioning of government as well as Infrastructure development environment in South Africa • Knowledge of operation and maintenance planning and implementation • Engineering and professional judgment skills • Strategic capability and leadership skills • Planning, organizing as well as time management skills • Decision making and problem solving skills • Negotiation and conflict resolution skills • Team leadership and change management skills • Management of finances and financial skills • Project management 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 facilitate and monitor infrastructure development within municipalities with the following key responsibilities: • Manage and facilitate municipal infrastructure development • Manage and facilitate sustainable service delivery • Ensure the management of infrastructure finance • Co-ordinate water sanitation and energy services planning • Manage the resources of the Directorate.

ENQUIRIES: Ms B Mgutshini

TELEPHONE: 033 8975672

DIRECTORATE: SECTOR CO-ORDINATION AND PLANNING

POST TITLE: DEPUTY DIRECTOR: WATER AND SANITATION

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

CENTRE: PIETERMARITZBURG

REF NO: 3/2021 (MID)

REQUIREMENTS: The ideal candidate must be in possession of a National Diploma or NQF level 6 as recognised by SAQA in the field of Development/ Built Environment within Civil/Water Sector or related qualification coupled with 3 years junior management experience in water and sanitation provision in public/municipal sector.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED: The successful candidate must have: - • Knowledge of relevant legislation & policies • Knowledge of the structure and functioning of government • Knowledge of service delivery policy • Knowledge of water and sanitation delivery; legislation, processes and policies; the structure of the water and sanitation sector as well as the functioning of government • Knowledge and application of project management • Awareness & understanding of the service delivery environment • Good team development, decision making and problem solving skills • Well developed conceptual and applied research skills and stakeholder management • 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 municipal basic service delivery with the following key responsibilities:- • Establish forums for co-ordination of water and sanitation delivery • Support provision of Free Basic Water and Sanitation • Research and develop water and sanitation strategies, new and alternative technology • Coordinate the water and sanitation • Monitor and evaluate provision of Free Basic Water and Sanitation • Implement municipal capacity building programmes • Manage the resources of the sub-directorate.

ENQUIRIES: Ms IT Khuzwayo

TELEPHONE: 033 3556188

BRANCH: DEVELOPMENT AND PLANNING

POST TITLE: DEPUTY DIRECTOR: ADMINISTRATION-OFFICE OF THE DDG

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: 1/2021 (DPB)

REQUIREMENTS: The ideal candidate must be in possession of a National Diploma or NQF level 6 as recognised by SAQA in Local Government/ Administration Field/ Public Administration or 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 public service legislation and interpretation of relevant legislation • Knowledge of departmental policies and guidelines • Knowledge of municipal functions and applicable legislation • Good planning, problem solving and decision making skills • Project planning, work analysis and financial management skills • Good communication (verbal & written) • A valid code 8 drivers licence.

KEY RESPONSIBILITIES: The successful candidate will be required to provide operational support to the DDG of the Development and Planning Branch with the following key responsibilities: - • Coordinate and integrate the activities of the branch • Facilitate strategic partnership between the branch, department and municipalities • Manage outstanding matters between the office of the DDG and all key stakeholders • Manage operation activities of the DDG • Manage the resources of the unit.

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 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 State Security 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 post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

The post of Deputy Director: Water and Sanitation is being re-advertised. 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 Nylenda, Closing date: 7 May 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.

