



# KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

Private Bag X9078, PIETERMARITZBURG, 3200  
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Human Resource Administration

## BRANCH: LOCAL GOVERNMENT

**POST TITLE: DEPUTY DIRECTOR GENERAL (LOCAL GOVERNMENT BRANCH)**  
**SALARY: R1 521 591.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021 (LGB)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a Post Graduate or NQF level 8 qualification as recognised by SAQA in Local Government/ Public Administration/ LLB/ Social Science or related qualification coupled with 8 years of experience at a senior management level as well as 8 years working knowledge and experience in the public service or an organ of state. 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 relevant legislation  
• Sound knowledge of policy analysis  
• Awareness and understanding of the municipal environment  
• Knowledge in interpretation, research and development of legislation  
• Good planning and organisational skills  
• Communication and conflict resolution skills  
• Time management and team development skills  
• Problem solving and decision making skills  
• Financial Management skills  
• Project management and strategic planning skills  
• Good communication skills (verbal & written)  
• Good computer literacy in MS office  
• A valid drivers licence.

**KEY RESPONSIBILITIES:** The successful candidate will be required to coordinate departmental service delivery in support of effective and efficient Local Government structures in KwaZulu-Natal with the following key responsibilities:  
• Monitor, coordinate and promote performance in municipalities  
• Manage municipal transformation, organizational development and service delivery  
• Manage special hands-on support to selected municipalities  
• Manage Municipal Support Programmes  
• Manage the effective utilization of resources for the Branch.

**ENQUIRIES: Mr T Tubane TELEPHONE: (033) 395 2035**

## CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

**DIRECTORATE: ORGANIZATIONAL DEVELOPMENT AND EFFICIENCY SERVICES**  
**POST TITLE: DIRECTOR OD & ES**  
**SALARY: R1 057 326.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021(HRMD)**

**REQUIREMENTS:** The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Human Resource Management/ Production Management/Operations Management or related qualification coupled with 5 years at a middle/ senior management level. Furthermore the candidate must be cleared in terms of National Security Clearance. 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 and understanding of the relevant legislation  
• Knowledge of project management  
• Awareness and understanding of the cultural climate within the Public Service  
• Knowledge of Public Service and Public Service Legislation  
• Knowledge of job evaluation and HR planning  
• Development and management skills  
• Leadership and organising skills  
• Decision making and problem solving skills  
• Organising and financial management skills  
• Strategic management skills, Job evaluation and HR 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 develop human resource strategies and provide organisational development and design services with the following key responsibilities:  
• Manage the human resource planning and policy process  
• Manage the design and maintenance of organisational structures and post establishment of the Department  
• Manage and provide job evaluation services  
• Provide specialised advice and guidance on Organisational Development, Organisational Design and Job Evaluation  
• Manage the resources of the Directorate.

**ENQUIRIES: Mr GN Dlamini TELEPHONE: 033 3953177**

## CHIEF DIRECTORATE: TRADITIONAL GOVERNANCE AND CONFLICT MANAGEMENT

**DIRECTORATE: CONFLICT MANAGEMENT AND DISPUTE RESOLUTION**  
**POST TITLE: DIRECTOR: CONFLICT MANAGEMENT AND DISPUTE RESOLUTION**  
**SALARY: R1 057 326.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021 (TGCM)**

**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/ senior management level within the conflict management/ dispute resolution working 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 and understanding of Traditional Institutions  
• Knowledge of legal prescripts that guide Traditional Institutions and Zulu custom and cultures as well as legal prescripts used in the public service  
• Knowledge of prescripts that guide the public sector  
• Analytical and research skills  
• Management and conflict management skills  
• Tact and diplomacy skills  
• Facilitation and presentation skills  
• Problem solving and decision making skills  
• Diversity 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 manage and resolve Traditional Leadership and boundary disputes with the following key responsibilities:-  
• Manage and develop a framework for engaging relevant stakeholders in conflict management  
• Facilitate and manage a dialogue framework for disputing parties  
• Develop and maintain a mechanism for determining, profiling and prioritizing disputes related to Traditional Leadership and communities  
• Conduct research on the origin and trends of traditional leadership disputes in KZN  
• Ensure effective and efficient management of resources.

**DIRECTORATE: TRADITIONAL GOVERNANCE AND ANTHROPOLOGY**  
**POST TITLE: DIRECTOR: TRADITIONAL GOVERNANCE AND ANTHROPOLOGY**  
**SALARY: R1 057 326.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 2/2021 (TGCM)**

**REQUIREMENTS:** The ideal candidate must be in a 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/ senior management level within the Traditional Affairs 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 and understanding of Traditional

Institutions  
• Knowledge of legal prescripts that guide Traditional Institutions and Zulu custom and cultures as well as legal prescripts used in the Public Service  
• Knowledge of Prescripts that guide Public Sector  
• Knowledge of Departmental policies and guidelines  
• Management and conflict management skills  
• Financial management and strategic planning skills  
• Decision making, project planning and work analysis 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 promote good governance in the Institutions of Traditional Leadership with the following key responsibilities:  
• Manage Traditional Institutional governance compliance  
• Ensure recognition of Traditional Leadership Institutions  
• Develop and manage systems of good governance for Traditional Institutions (Traditional Councils, Local Houses, and Provincial House)  
• Develop and maintain functional relationships between Traditional Institutions local governance stakeholders  
• Ensure effective and efficient management of resources.

**ENQUIRIES: Mr. S. Gumede TELEPHONE: (033) 897 3833**

## CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

**DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT**  
**POST TITLE: DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT (CLUSTER 2)**  
**SALARY: R1 057 326.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021 (TRA)**

**REQUIREMENTS:** The ideal candidate must be in a possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Administration/ Development Studies coupled with 5 years' experience at a middle/senior management level in an administrative/ traditional affairs environment.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:-  
• Sound knowledge and understanding of relevant legislation and policies  
• Knowledge of prescripts that guide the Public sector  
• Knowledge of integrated approach to service delivery  
• Knowledge of financial management and financial management prescripts that guide Traditional Councils  
• Knowledge of programme management  
• Understanding of Traditional Institutions  
• Planning, organising and controlling skills  
• Team development and community development skills  
• Decision making, presentation and leadership skills  
• Research and networking 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 activities of the Traditional Houses with the following key responsibilities:  
• Manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses  
• Ensure effective and efficient systems for Traditional Councils  
• Provide an integrated financial administration services to the Traditional Institutions  
• Ensure effective and efficient management of resources.

**ENQUIRIES: Ms P Mtshali TELEPHONE: (033) 8975601**

## CHIEF DIRECTORATE: CAPACITY DEVELOPMENT

**DIRECTORATE: CAPACITY OPERATIONS AND IMPLEMENTATION**  
**POST TITLE: DIRECTOR: CAPACITY OPERATIONS AND IMPLEMENTATION**  
**SALARY: R1 057 326.00 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021 (CD)**

**REQUIREMENTS:** The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in HRM/ HRD / Public Administration/ Public Management or related field coupled with 5 years' experience at a middle/ senior managerial level in public and or municipal sector.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:-  
• Sound knowledge and understanding of relevant legislation & policies  
• Knowledge of project management  
• Knowledge of the functioning of local government  
• Strategic planning and problem solving skills  
• Knowledge of financial management  
• Team development, problem solving and decision making skills  
• Good communication skills (verbal & written)  
• Computer literacy in MS Office  
• A valid drivers' license.

**KEY RESPONSIBILITIES:** The successful candidate will be required to manage and implement rollout of capacity building programme with the following key responsibilities:-  
• Monitor the impact of training programmes implemented  
• Manage and assess the impact of the performance of external capacity resources in the Province, Municipalities and Traditional Institutions  
• Manage and monitor learnership programmes  
• Coordinate capacity building programmes for the Department  
• Manage the resources of the Directorate.

**ENQUIRIES: Ms N. Simbhoo TELEPHONE: (033) 3556325**

## CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

**DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT**  
**POST TITLE: DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS**  
**SALARY: R 869 007 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)**  
**CENTRE: AMAJUBA**  
**REFERENCE 2/2021 (TRA)**

**REQUIREMENTS:** The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognized by SAQA in Public Administration or related qualification coupled with 3 years junior management experience in the administration/ Traditional Affairs environment.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:-  
• Knowledge of relevant legislation as well as financial management prescripts to guide Traditional Councils  
• Knowledge and understanding of Traditional Institutional governance  
• Knowledge of National, Provincial and Public Service policies and practices  
• Knowledge of prescripts that guide the Public sector  
• Knowledge of financial, procurement and human resource management  
• Knowledge of integrated approach to service delivery and programme management  
• Good interpersonal relations as well as the ability to communicate well (written and verbally)  
• Good planning, organising, controlling skills  
• Good analytical, team development and decision making skills  
• Leadership, networking and presentation skills  
• Community development and researching skills  
• Ability to be assertive, diplomatic and tactful as well as to practice conflict resolution  
• Computer literacy in MS Office  
• A valid driver's licence.

**KEY RESPONSIBILITIES:** The successful candidate will be required to manage the provision of administrative and financial support to the Traditional Institutions, with the following key responsibilities:  
• Manage the overall functioning of the Local House, including all resources  
• Manage the provision of logistical, transport and auxiliary support services to the Local House  
• Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipality  
• Assist in advising the District Municipality 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**

## CHIEF DIRECTORATE: CORPORATE SERVICES

**DIRECTORATE: AUXILIARY SERVICES**  
**POST TITLE: DEPUTY DIRECTOR: OFFICE SERVICES**  
**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: 1/2021 (CS)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Office Administration/ Public Administration coupled with 3 -5 years junior management experience in the office services/ facilities management environment.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:-  
• knowledge and understanding of relevant legislation  
• Knowledge of project management  
• Awareness and understanding of cultural climate within the Public Service  
• Management, planning, supervisory and leadership skills  
• Team Development, decision making and problem solving skills  
• Organising ability and financial management skills  
• Strategic management, employee development and technology integration skills  
• Good communication skills (written & verbal)  
• Computer literacy in MS Office  
• A valid driver's license.

**KEY RESPONSIBILITIES:** The successful candidate will be required to provide office support services to the Department with the following key responsibilities:-  
• manage and monitor the formulation and implementation of policies and procedure pertaining to general administration, physical amenities and occupational health and safety  
• manage the rendering of general administration, in particular facilities management  
• manage physical amenities  
• manage the running of all the registries in the Department including filing systems and archival matters  
• render occupational health and safety services in the department  
• management of the sub-directorate's resources  
• Liaison with relevant key stakeholders

**ENQUIRIES: Ms Z Mtshali TELEPHONE: 033 3953084**

## MINISTRY

**POST TITLE: DEPUTY DIRECTOR: VIP SUPPORT**  
**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: 1/2021 (M)**

**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 or a related qualification coupled with 3 years junior management experience in a security management environment.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:  
• Knowledge of Security Acts and policies  
• Knowledge of policy analysis and project management  
• Knowledge of financial management, security functions and security management  
• Strategic thinking, report writing and presentation skills  
• Planning, organizing, leading and co-ordination (leadership & management) skills  
• Security investigations, research and financial management skills  
• Decision making and problem solving skills  
• Good interpersonal and strategic management skills  
• Ability to be a creative thinker and doer  
• 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 render a dedicated, effective and proficient VIP protection management function to the MEC for Co-operative Governance and Traditional Affairs with the following responsibilities:  
• Ensure the security of the MEC and his/her entourage  
• Coordinate and investigate security risk and its counter measures  
• Facilitate the compliance with MISS prescripts  
• Formulate policies, guidelines and procedures  
• Manage the effective and efficient utilisation of resources.

**ENQUIRIES: Mr D Mnyandu TELEPHONE: 033 8973860**

## CHIEF DIRECTORATE: MUNICIPAL SERVICE DELIVERY SUPPORT

**DIRECTORATE: MUNICIPAL PERFORMANCE MANAGEMENT**  
**POST TITLE: ASSISTANT DIRECTOR: MUNICIPAL NERVE CENTRE (2 POSTS)**  
**SALARY: R376 596 PER ANNUM**  
**CENTRE: PIETERMARITZBURG**  
**REFERENCE: 1/2021 (MSDS)**

**REQUIREMENTS:** The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Local Government/ Administration/ Public Administration/ Public Management/ Town and Regional Planning coupled with 3 years supervisory experience in a municipal service delivery environment.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:  
• Knowledge of the Constitution of the Republic of South Africa  
• Knowledge of the back to basics programme  
• Knowledge of employee performance management and development system  
• Knowledge of Basic Conditions of Employment Act  
• Knowledge of community development  
• Knowledge of municipal performance management  
• Knowledge of project management principles  
• Knowledge of local government legislation  
• Knowledge of municipal practices and procedures  
• Language skills  
• Good listening skills  
• Presentation and facilitation skills  
• Planning and organisational skills  
• Project management skills  
• Decision making skills  
• Report writing 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 co-ordinate National/Provincial support programmes to municipalities with the following key responsibilities:-  
• Coordinate service delivery support programmes to municipalities on behalf of the Department  
• Monitor service delivery by municipalities  
• Coordinate nerve centre information  
• Provide administrative support to the Nerve Centre functionality  
• Provide advice, guidance and input to policy.

**ENQUIRIES: MS NT Mthembu TELEPHONE: 033 355 611**

### 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 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.

*NOTE: 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 who are required to attend a generic management 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.*

**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: 11 June 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.

