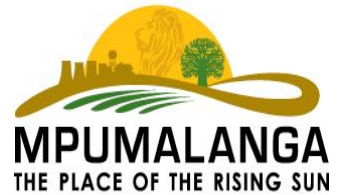




MPUMALANGA
PROVINCIAL
GOVERNMENT



MPUMALANGA PROVINCIAL GOVERNMENT

CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DIRECTORATE : RISK AND COMPLIANCE MANAGEMENT
POST : DEPUTY DIRECTOR: RISK MANAGEMENT
SALARY LEVEL : 11
SALARY : R744 255.00 (all-inclusive MMS package)
REF : DD/RM/COGTA/01)
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/Degree or equivalent qualification with Risk Management and Auditing or Internal Auditing as major subjects. Practical experience in risk management or internal auditing. A minimum of 3 years' experience obtained within Risk Management environment at junior management level. Knowledge of relevant legislation applicable to risk management. Knowledge of risk management processes and techniques.

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations, Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework and King IV on risk management. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

Key performance areas: Facilitate the process of risk identification, assessment and development of response strategies. Communicate the Department's Risk Management Plans to all stakeholders in the department and monitor its implementation. Facilitate orientation and training for the Risk Management Committee and Risk Champions. Report the risk intelligence to the Accounting Officer, Management, Risk Management Committee and Audit Committee. Management of human and financial resources.

DIRECTORATE : PLANNING AND PROGRAMME MANAGEMENT
POST : DEPUTY DIRECTOR: PLANNING
SALARY LEVEL : 11
SALARY : R744 255 per annum (all-inclusive MMS package)
REF : DD/P/COGTA/02)
STATION : HEAD OFFICE

Requirements : A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management/Administration/ Project Management or an equivalent qualification. A minimum of 3 years' experience in Planning at junior management level. Knowledge of relevant legislation applicable to the public sector and the Department. Practical experience in the development/analyses and processes of strategic documents and department policies.

Skills and Competencies: Decision making, problem solving, facilitation and presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on MS Projects, Excel and Power Point.

Key Performance Areas: Provide professional Planning and Performance Monitoring Management in line with statutory prescripts and Treasury Framework. Assist in development, implementation and review of departmental strategic plan, annual performance plan and annual operational plan in line with the Framework of Strategic Plans and Annual Performance Plans within the available resources. Liaise with external stakeholders for the submission of statutory plans and reports. Ensure alignment of departmental plans performance to provincial and national policy priorities. Management of human and financial resources.

DIRECTORATE : **MANAGEMENT ACCOUNTING**
POST : **DEPUTY DIRECTOR: BUDGET**
SALARY LEVEL : **11**
SALARY : **R744 255.00 per annum (all-inclusive MMS package)**
REF : **DD/B/COGTA/03)**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in the Financial Management field Accounting/Auditing/Management Accounting/Economics or equivalent qualification. A minimum of 3 years' experience in Financial Management at junior management level. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations.

Skills and Competencies: Decision making, problem solving, facilitation and presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of planning, Communication, Project Management and Evaluation. Excellent knowledge on MS Projects, Excel and Power Point.

Key Performance Areas: Maintain Departmental Budget Process; analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare report required for monitoring of the Departmental Budget. Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service to the Department. Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Administer the transfer of funds for the MTEF cycle. Administer virements and rollovers. Align the budget with the strategic plan of the Department.

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY BUILDING**
SALARY LEVEL : **11**
SALARY PACKAGE : **R744 255.00 per annum (all-inclusive MMS package)**
REF : **DD/HRU&CD/COGTA/4**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Human Resource Development/ Human Resource Management/ Public Management / Development and/or Administration or equivalent. A minimum of 3 years' experience in Human Resource Development at junior management level. Knowledge of relevant prescripts and the Human Resource Development Strategy. Practical experience coordinating and conducting training.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on Excel and Power Point.

Key performance areas: Manage Skills Development, Employee Performance and Talent Management Programmes and Strategies: Ensure development, reviewal, monitoring and the implementation of the skills development policies and strategies. Coordinate and Monitor the implementation of Workplace Skills Plans, Ensure implementation of training and development processes and programmes. Oversee the implementation of learnership, internship and induction programmes in the department. Ensure development and implementation of talent management strategies. Ensure the development, reviewal and implementation of PMDS policy. Ensure complete and accurate PMDS database. Identify PMDS training and development requirements. Ensure effective implementation of PMDS performance incentive scheme is in accordance with departmental policies, procedures and ensure implementation is in accordance to applicable legislative requirements.

DIRECTORATE : MUNICIPAL CAPACITY BUILDING
POST : DEPUTY DIRECTOR: MUNICIPAL CAPACITY BUILDING
SALARY LEVEL : 12
SALARY : R 882 042.00 per annum (all-inclusive MMS package)
REF : DD/MCB/COGTA/05
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/Bachelor Degree in Human Resource Development/ Public Management/or Administration or equivalent. A minimum of 3 years' experience in capacity development at junior management level. Understanding the National and Provincial Capacity Building Frameworks and Local Government capacity building programmes.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure. In-depth knowledge of planning, human resource development, Communication, Project Management, Monitoring and Evaluation, conflict management and working in a team. Knowledge of Excel and Power Point.

Key Performance Areas: Coordinate and Monitor the implementation of Workplace Skills Plans. Coordinate the Capacity Building interventions for municipal officials and Councillors Develop strategic capacity building plans and targets for skills development and monitor the implementation of these plans. Management of human and financial resources and compile all reports as per local government statutes and reporting requirements. Liaise with SETA's on accreditation of training.

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POST : DEPUTY DIRECTOR: POLICY & FINANCE (ADMINISTRATION)
SALARY LEVEL : 12
SALARY PACKAGE : R 882 042.00 per annum (all-inclusive MMS package)
REF : DD/PFA/COGTA/06
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Degree in Civil Engineering/ Project Management or equivalent qualification. A minimum of 3 years' experience in Municipal Infrastructure at junior management level. A certificate in Project Management will be an added advantage

Skills and Competencies: Sound knowledge of PFMA, MFMA, Treasury regulations, DORA and other relevant prescripts. Competency in Microsoft Suite (Excel, Word, Project, Access and PowerPoint), GIS and other drafting softwares. Good Communication skills (verbal and written), report writing, Project Management, Presentation, Innovative thinking and managerial skills.

Key Performance Areas: Monitor and support municipalities in the implementation of Municipal Infrastructure Grant projects and other Infrastructure grants. Ensure that all municipalities have Comprehensive Infrastructure Plans. Support the roll-out of Basic Services. Ensure that Government priorities are incorporated in the Capital Investment Plans. Render Technical support on the development of project Business Plans and appraisals. Provide technical support to municipalities on infrastructure challenges, planning and development. Monitor

performance of municipal Project Management Units and manage the human and financial resources of the Directorate.

DIRECTORATE : **SPATIAL PLANNING**
POST : **CHIEF TOWN AND REGIONAL PLANNER GRADE A**
SALARY : **R 912 048 per annum, all-inclusive Salary package (OSD)**
REF : **CTRP/SP/COGTA/07**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Town and Regional Planning/Urban and Regional Planning/Spatial Planning or equivalent qualification. A minimum of 3 years' experience in Spatial Planning at junior management level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). Knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation. Proven ability in the field of strategic/ forward planning with specific skills in developing spatial development frameworks and land use management systems. A valid driver's license.

Skills and Competencies: Sound knowledge of SPLUMA and other relevant planning prescripts. Competency in Microsoft Suite (Excel, Word, Project, Access and PowerPoint), and GIS. Good Communication skills (verbal and written), report writing, Project Management, Presentation, Innovative thinking and managerial skills.

Key Performance Areas: Support municipalities with Spatial Development Framework (SDF) alignment to the SPLUMA provisions. Support municipalities with SDF implementation. Guide the implementation of the SDF through alignment to the Integrated Urban Development Framework (IUDF). Monitor the implementation of Provincial SDF projects. Provide technical support to municipalities on spatial planning related matters.

DIRECTORATE : **HUMAN RESOURCE MANAGEMENT**
POST : **DEPUTY DIRECTOR: RECORDS MANAGEMENT**
SALARY : **R744 255 per annum (all-inclusive MMS package)**
SALARY LEVEL : **11**
REF : **DD/RM/COGTA/08**
STATION : **HEAD OFFICE**

Requirements: National Senior Certificate, a National Diploma/Bachelor's Degree/ in Records Management/Archives, or equivalent qualification. A minimum of 3 years' experience in Records Management at junior management level. Knowledge and understanding of the Records Management/ Archiving Services. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential. A valid driver's license.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on Excel and Power Point

Key Performance Areas: Establish and maintain records for the Department. Manage Records Management Registry Services and production/ archiving as well as disposal services. Monitor the smooth running of paper-based and electronic record system. Ensure compliance with Departmental file plan and policies. Liaise with Provincial and National Archives on Records Management. Facilitate records management workshops. Ensure proper records management and documents tracking. Monthly reporting requirements and provide analysis of records manually and electronically. Maintain safety and confidentiality of documents. Manage cleaning services.

NB: The Top 02 Candidates for the above-mentioned posts will be subjected to Competency Assessment.

SUBDIRECTORATE : SECURITY MANAGEMENT
POST : ASSISTANT DIRECTOR: SECURITY MANAGEMENT
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/SM/COGTA/09
STATION : HEAD OFFICE

Requirements: National Senior Certificate, and a National Diploma/Bachelor's Degree/ /Advanced National Diploma in Security Management/Policing or equivalent qualification. Professional registration with PSIRA Grade A. A minimum of 3 years' working experience in the field of Security. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes. Knowledge of public service legislation and regulations is essential. A valid driver's license.

Key Performance Areas: Implement physical security in line with MPSS, MISS and security legislations throughout the Department. Coordinate vetting of all vetting forms all security clearance for COGTA to and from State Security Agency (SSA). Conduct investigation on breach of security. Manage all control rooms operations to safeguard Departmental assets. Supervise the security functions of the security services /service providers. Ensure adherence to departmental security policies.

DIRECTORATE : COMMUNICATION (RE-ADVERT)
POST : ASSISTANT DIRECTOR: PRODUCTION & PUBLICATIONS (WEB DEVELOPER)
SALARY : R477 090.00 per annum
SALARY LEVEL : 10
REF : AD/WEB/COGTA/10
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma in Information Technology or Degree in Computer Science or a related field. A minimum of 3 years proven working experience in web programming. Top-notch programming skills and in-depth knowledge of modern HTML/CSS3. Familiarity with at least one of the latest and most used programming languages: PHP, Bootstrap, JavaScript and others. A solid understanding of how web applications work including security, session management, and best development practices. Adequate knowledge of relational database systems and web application development. Hands-on experience with network diagnostics, network analytics tools. Basic knowledge of Search Engine Optimization process. Basic knowledge of Content Management Systems. Aggressive problem diagnosis and creative problem solving skills. Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen. Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques. Communication skills, teamwork and collaboration, pro-activity and showing initiative.

Key Performance Areas: Write well designed testable, efficient code by using best software development practices. Create website layout/user interface by using standard web programming practices. Integrate data from various back-end services and databases. Gather and refine specifications and requirements based on technical needs. Create and maintain software documentation. Be responsible for maintaining, expanding, and scaling our site. Stay plugged into emerging technologies/ industry trends and apply them into operations and activities. Cooperate with web designers to match visual design intent. Cooperation with various stakeholders involved in website development and management.

DIRECTORATE : **MANAGEMENT ACCOUNTING**
POST : **ASSISTANT DIRECTOR: BOOKKEEPING , REVENUE AND DEBTS**
SALARY : **R382 245 per annum**
SALARY LEVEL : **09**
REF : **AD/BKR/COGTA/11**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in the Financial Management field -Accounting/Auditing/ Economics or equivalent qualification. A minimum of 3 years' working experience in Financial Management. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations. Computer literacy and a valid driver's license.

Key Performance Areas: Collection of revenue due to the Department and proper management thereof. Ensure timeous and compilation of monthly reports. Effective management of the Department's debt account. Monitoring of Pay Master General account. Provide Budgetary Support Service to the Department. Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Administer the transfer of funds for the MTEF cycle. Administer virements and rollovers. Align the budget with the strategic plan of the Department. Prepare Annual Financial Statements and Interim Financial Statements for the Department .Preparing of bank reconciliation authorising of Journal and record keeping. Maintenance and control of relevant accounts/ suspense accounts and record keeping.

DIRECTORATE : **MUNICIPAL INFRASTRUCTURE (RE-ADVERT)**
POSTS : **ENGINEER: (CIVIL) GRADE A**
SALARY : **R728 829.00 per annum (OSD)**
REF. : **AD/MINFRA/COGTA/12**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ B-Tech /Bachelor's Degree in Civil Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management policy analysis and strategic planning. Knowledge of infrastructure development and programme management. Good communication skills (verbal and written) Computer Literacy in MS Office. A valid driver's license.

Key Performance Areas: Provide technical support in evaluating business plans and technical reports for the proposed Municipal Infrastructure projects. Support municipalities and facilitate municipal infrastructure development. Manage and facilitate sustainable service delivery. Ensure the management of infrastructure finance. Provide technical support with development and implementation of plans, legislative frameworks and strategies. Support municipalities with coordination of infrastructure projects. Assess the functionality of municipal infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related matters.

DIRECTORATE : **MUNICIPAL INFRASTRUCTURE (RE-ADVERT)**
POSTS : **ENGINEER: (ELECTRICAL) GRADE A**
SALARY : **R728 829.00 per annum (OSD)**
REF. : **AD/MINFRA/COGTA/13**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/BTech /Bachelor's Degree in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management policy analysis and strategic planning. Knowledge of infrastructure development and programme management. Good communication skills (verbal and written) Computer Literacy

Key Performance Areas: Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.

DIRECTORATE : PUBLIC PARTICIPATION
POST : ASSISTANT DIRECTOR: PUBLIC PARTICIPATION AND CDW
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/PP&CDW/COGTA/14
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management/Administration, or equivalent qualification. A minimum of 3 years' experience in Public Participation. Knowledge of all relevant Local Government and public service legislation and regulations is essential. Computer literacy and a valid driver's license.

Key Performance Areas: Coordinate CDW Programme in the Province. Coordinate interdepartmental programmes. Analyse districts CDW reports to identify common trends. Coordinate and update database of community profiles. Compile monthly, quarterly and annual reports. Monitor improvement of service delivery through coordination of communication process through relevant structures and institutions.

DIRECTORATE : PUBLIC PARTICIPATION
POST : ASSISTANT DIRECTOR: PUBLIC PARTICIPATION AND CDW
(COMPLAINTS MANAGEMENT SYSTEM)
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/PP&CDW/COGTA/15
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management / Administration or equivalent qualification. A minimum 3 years' experience in Public Participation. Knowledge of all relevant Local Government and public service legislation and regulations is essential. Computer literacy and a valid driver's license.

Key Performance Areas: Manage complaints management system. Analyse districts CDW reports, prioritise trends and provide recommendations thereof. Compile monthly, quarterly and annual reports. Advise on possible solutions to community problems and compile feedback reports.

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : ASSISTANT DIRECTOR: HUMAN RESOURCE ORGANISATIONAL STRATEGY
AND PLANNING
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/HRP/COGTA/16
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management / Administration or equivalent qualification in Human Resources .A minimum of 3 years experience in the Human Resource Planning field. Knowledge and understanding of application of Public Service legislative framework (PSA, PFMA, PSR etc). Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS. Introduction to PERSAL Certificate and a valid drivers license.

Key Performance Areas: Coordinate the implementation of Performance Management Development System, and coordinate training for staff. Facilitate the development of job descriptions. Provide assistance on the development, review of Equity /Human Resource Plan for the Department. Provide reports on and advice on general staff turnover and equity statistics. Implement and interpret national policies.

DIRECTORATE : **COMPLIANCE AND RISK MANAGEMENT**
POST : **ASSISTANT DIRECTOR: RISK MANAGEMENT**
SALARY : **R382 245 per annum**
SALARY LEVEL : **9**
REF : **AD/RM/COGTA/17**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Internal Auditing/ Risk Management or relevant qualification .A minimum of 3 years experience in Finance /Auditing or Risk Management field. Knowledge of PFMA, Treasury Regulations, Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework and King IV on risk management. Computer literacy and a valid drivers license.

Key Performance Areas: Develop monitor, and manage risk policies and profiles for the Department. Review the risk faced by the Department. Maintain and update the risk register. Report quarterly the progress on the implementation of risk policy and strategy. Monitor and evaluate the implementation of risk management plans. Facilitate and perform any investigations on any fraud and corruption activities notified of. Liaise with Directorates in areas of responsibility to ensure identification and management of risk. Assist in the implementation of Fraud Prevention Plan and detection in the Department. Assist in the implementation of the Auditor General and Internal Audit recommendations. Assist in conducting regular risk assessment in the Department.

DIRECTORATE : **RURAL DEVELOPMENT FACILITATION AND TRADITIONAL LAND ADMINISTRATION**
POST : **ASSISTANT DIRECTOR: TRADITIONAL LAND ADMINISTRATION**
SALARY : **R477 090 per annum**
SALARY LEVEL : **10**
REF : **AD/TLA/COGTA/18**
STATION : **HEAD OFFICE**

Requirements A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management / Administration or equivalent qualification. A minimum of 3 years experience in Traditional Leadership field. Knowledge of PFMA, Treasury Regulations, Traditional and Khoi-San Leadership Act, Public Service Act and Public Service Regulations. Computer literacy and a valid drivers license.

Key Performance Areas: Manage the demarcation registration and provision of land rights in traditional areas. Manage the settlement of land disputes. Provide support in the development on the land use management plans in Traditional Councils.

DIRECTORATE : **FINANCIAL ACCOUNTING**
POST : **ASSISTANT DIRECTOR: EXPENDITURE**
SALARY : **R382 245 per annum**
SALARY LEVEL : **9**
REF : **AD/EXP/COGTA/19**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Finance/ Auditing / Accounting or equivalent qualification. A minimum 3 years' experience in Finance / Expenditure Management. Knowledge of BAS and LOGIS System. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations Computer literacy and a valid drivers license.

Key Performance Areas: Manage and monitor all commitments of the Department. Perform daily reconciliation of creditors accounts and commitments. Capture payment of contractual liabilities on the system. Prepare monthly reports, accruals and commitments.

DIRECTORATE : **TRADITIONAL INSITUATION RESOURCE ADMINISTRATION**
POST : **ASSISTANT DIRECTOR: RESOURCE ADMINISTRATION**
SALARY : **R477 096 per annum**
SALARY LEVEL : **10**
REF : **AD/RA/COGTA/20**
STATION : **NKANGALA**

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration or equivalent qualification. A minimum 3 years' experience in the Traditional Leadership field. Knowledge of PFMA, Treasury Regulations, Traditional and Khoi-San Leadership Act, Public Service Act and Public Service Regulations. Computer literacy and a valid drivers license.

Key Performance Areas: Support functionality of Traditional Councils. Sound financial administration/ management. Support Traditional Councils in holding cultural ceremonies. Monitor usage of tools of trade.

DIRECTORATE : **BUSINESS SUPPORT**
POST : **ASSISTANT DIRECTOR: BUSINESS SUPPORT**
SALARY : **R477 090 per annum**
SALARY LEVEL : **10**
REF : **AD/BS/COGTA/21**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration or equivalent qualification. A minimum 3 years' experience in Finance / Expenditure Management. A minimum of 3 years experience in Traditional Leadership field. Knowledge of PFMA, Treasury Regulations, Traditional and Khoi-San Leadership Act, Public Service Act and Public Service Regulations. Computer literacy and a valid drivers licence.

Key Performance Areas: Facilitate investigations required by the Committee on leadership disputes and claims. Processing all dispute correspondences & queries of the Mpumalanga Provincial House of Traditional Leadership. Draft operational programme for the Committee on traditional leadership on disputes & claims. Compile monthly & quarterly reports.

DIRECTORATE : **PERFORMANCE MONITORING AND EVALUATION**
POST : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**
SALARY : **R477 090 per annum**
SALARY LEVEL : **10**
REF : **AD/M&E/COGTA/22**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and National Diploma/ Degree in Public Administration/ Social Sciences, Project Management and or equivalent qualification. 3 years' experience in planning, monitoring and evaluation. Knowledge of the National Treasury Framework for Managing Programme Performance, Public policy and frameworks for managing programme and performance information, Municipal Finance Management Act (MFMA) Act no. 56 of 2003, Municipal Systems Act (MSA) act no. 32 of 2000, Municipal Structures Act (MSA) Act no. 117 of 1998. Knowledge of Monitoring and Evaluation methods and systems. Ability to analyse and present performance information reports, people and stakeholder management, computer literacy, good interpersonal relations, analytical skills, presentation and facilitation skills. Ability to handle pressure and able to meet deadlines. A valid Driver's Licence.

Key performance areas: Monitor and manage municipal performance. Manage the monitoring and evaluation of the Local Government programmes. Evaluate and assess the IDP and SDBIP implementation programmes in Municipalities. Verify and validate municipal performance information. Coordinate support and monitor the implementation of municipal support plans. Conduct quarterly score card assessments of municipalities and verify portfolio of evidence (POE) for such performance. Coordinate and implement monitoring and evaluation IT system. Monitor performance of municipalities and provide necessary interventions when required.

DIRECTORATE : **PLANNING AND PROGRAMME MANAGEMENT**
POST : **ASSISTANT DIRECTOR: PLANNING**
SALARY : **R382 245 per annum**
SALARY LEVEL : **9**
REF : **AD/LOG/COGTA/23**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management/Administration/ Project Management or an equivalent qualification. A minimum 3 years' experience in Planning and Programme Management. Knowledge of relevant National and Provincial legislations, Public Administration, Treasury and Financial Regulations Computer literacy and a valid driver's license.

Key Performance Areas: Assist in professional Planning and Performance Monitoring Management in line with statutory prescripts and Treasury Framework. Assist programmes to craft SMART indicators during development or review of departmental strategic plan, annual performance plan and annual operational plan in line with the Framework of Strategic Plans and Annual Performance Plans within the available resources. Liaise with external stakeholders for the submission of statutory plans and reports. Assist in alignment of departmental plans performance to provincial and national policy priorities.

DIRECTORATE : **MUNICIPAL ADMINISTRATION AND GOVERNANCE**
POST : **ASSISTANT DIRECTOR: HR ORGANISATIONAL STRATEGIES & PLANNING**
SALARY : **R382 245 per annum**
SALARY LEVEL : **9**
REF : **AD/HROSP/COGTA/24**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management / Administration or equivalent qualification in Human Resources .A minimum of 3 years' experience in the Human Resource Planning field. Knowledge and understanding of application Municipal Systems Act and its Regulations. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS. A valid driver's license.

Key Performance Areas: Monitor and support municipalities on organizational design. Monitor and support municipalities on Human Resource Systems and Procedures. Monitor and support municipalities to comply with the minimum competency requirements during the recruitment process. Monitor and support municipalities on the implementation of Individual Performance Management System for all municipal officials. Monitor and support municipalities with Grievance and Disciplinary Procedures. Monitor the Provincial data base of dismissed municipal officials. Monitor and support municipalities on the implementation and compliance of the Municipal Systems Act and its Regulations.

SUB-DIRECTORATE : EMPLOYEE HEALTH AND WELLNESS
POST : ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/OHS/COGTA/25
STATION : HEAD OFFICE

Requirements : A Senior Certificate and a National Diploma/Degree in / Public Management/ Administration or equivalent qualification. A minimum of 3 years' in Employee Health and Wellness environment or related field. Knowledge of integrated Employee Health and Wellness strategic framework.. Understanding of HIV/AIDS, TB Management, Health and Productivity, PILLIR, Safety Health Environment Risk Quality Management including processes of COIDA. Knowledge and understanding of research methods. PERSAL, application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Good knowledge of the OHS Act and other applicable legislations, processes and systems .Computer literacy and a valid driver's license.

Key Performance Areas: Ensure compliance to all legal obligations, policies and practices. Ensure that submitted safety, health, and environment (SHE) plans are adhered to .Ensure induction, safety training of all staff take place. Conduct Safety, Health, and Environmental audits. Ensure that Audit Short Comings are correctly followed-up. Ensure that all Accidents / Incidents are thoroughly investigated and reported. Monthly reporting on Incidents/Accidents/Near misses and lost time. Monitor programmes to manage lifestyle diseases and Health risks. Interact with and monitor service providers.

DIRECTORATE : STRATEGY DEVELOPMENT RESEARCH AND POLICY PLANNING
POST : ASSISTANT DIRECTOR- STRATEGY DEVELOPMENT RESEARCH & POLICY PLANNING
SALARY : R477 090 per annum
SALARY LEVEL : 10
REF : AD/SDRP/COGTA/26
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration and Development Studies/Development Planning or equivalent qualification. A minimum of 3 years' experience in the Planning field. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Coordinate and facilitate Municipal Integrated Development Plans (IDPs) Support municipalities with the implementation and reviews of IDPs. Facilitate the integration of provincial and municipal strategies. Monitor the report on the IDP review process. Support municipalities with the development of legally compliant IDPs. Facilitate the provincial and municipal programmes implementation Analysis & assessment of Plans. Coordinate sector support for municipalities.

DIRECTORATE : LEGAL SERVICES
POST : LEGAL: ADMINISTRATION OFFICER- MR5
SALARY : R378 990 per annum (OSD)
REF : LAO/LS/COGTA/27
STATION : HEAD OFFICE

Requirements: A Senior Certificate and LLB Degree or equivalent coupled with a minimum of 3 years' experience in the legal environment. Understanding of Public Service policy and legislative framework. Basic understanding South African legislation and in particular, those applicable to the Public Service including but not limited to a thorough knowledge of Administrative law. Public Finance Management Act (PFMA) and related regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related regulations, Promotion of Access to Justice Act (PAJA), Promotion to Access of Information Act (PAIA), Protection of Personal Information Act (POPIA) and other related prescripts including the ability the interpret the law, ability to conduct legal research, ability to draft

and provide comprehensive and well researched legal opinions and advise; Experience in drafting legislation both primary and subordinate legislation. Ability to analyse and comment on draft legislation, and the implications thereof. Proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, and Memorandum of Understanding (MOU). Computer literacy, basic good communication skills (written and verbal); Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Innovation, Accuracy and attention to detail, Team player and ability to meet deadlines. Should be willing to work under pressure and irregular/ long hours where required and necessary.

Key Performance Areas: Provide litigation management and related support services, including alternative dispute resolution and act as liaison between the State Attorney and for appointed counsel and prepare litigation reports for submission to relevant forums. Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents and including contract management. Policies; conduct vetting of policies and support the policy drafting process. Provide well-researched legal opinions and advice in complex matters relating to the operations of COGTA. Provide legal and admin support in terms of the PAIA through administering PAIA related processes and assisting the Deputy Information Officer in processing PAIA request. Advise on all aspects of PAIA and ensure compliance with PAJA.

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POSTS : ASSISTANT DIRECTOR: (FREE BASIC SERVICES)
SALARY : R477 090 per annum
SALARY LEVEL : Level 10
REF. : AD/MIG/COGTA/28
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a Diploma/ B-Tech in Public Management or equivalent qualification. 3 years' experience within the Public sector. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management, Policy analysis and strategic planning. Knowledge of infrastructure development and programme management. Good communication skills (verbal and written) Computer Literacy in MS Office. A valid driver's license.

Key Performance Areas: Coordinate, monitor and support municipalities with the development and implementation of Indigent policies. Provide hands on support with the development of Indigent policies in line with the National Framework. Coordinate submission of indigent data by municipalities for statutory reporting. Coordinate information on access to basic services. Monitor and report progress on access to basic and free basic services. Coordinate campaigns to increase access to free basic services by vulnerable groups. Conduct site visits/meetings to ensure compliance of indigent policies to the National Indigent Framework

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POSTS : ASSISTANT DIRECTOR: (MIG-MIS SUPPORT)
SALARY : R477 090 per annum
SALARY LEVEL : Level 10
REF. : AD/MIG-MIS/COGTA/29
STATION : HEAD OFFICE

Requirements: A Senior Certificate and Diploma/Degree in Information Technology or Equivalent qualification. 3 years' experience within the infrastructure planning and development environment. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management. Knowledge of Municipal Infrastructure Grant- Management Information System (MIG-MIS) and MIG programme. Knowledge of infrastructure development and programme management. Skills in IT connectivity and systems control. Good communication skills (verbal and written) Computer Literacy

Key Performance Areas: Provide technical support in evaluating business plans and technical reports for MIG projects. Support municipalities with registration of MIG projects. Monitor the capturing of all necessary MIG forms on the MIG-MIS. Compile a database of all registered projects in the Province. Monitor project information through the MIG system. Provide technical hands on support to municipalities on the utilization of the MIG-MIS. Liaise with DCOG and municipalities on project registrations and MIS developments. Liaise frequently with the data capturers and reporting sections of Project Management Units.

DIRECTORATE : LAND USE MANAGEMENT
POST : SURVEY TECHNICIAN
SALARY : R316 536 per annum
SALARY LEVEL : GRADE A
REF : ST/LUM/COGTA/30
STATION : HEAD OFFICE

Requirements:

A Senior Certificate and a National Diploma/Degree in Survey; • Compulsory registration with PLATO as a Survey Technician/Surveyor. A minimum of 3 years post qualification technical (Survey) experience. A valid driver's license (code B). Experience with cadastral data calculation and compilation will be advantageous.

Key Performance Areas:

Assist with survey support to municipalities and Traditional Councils in support of integrated human settlement. • To organize, execute and process all survey related data to set standards and supply processed survey (cartography) related information, plans and provide technical support; . • Compilation and provision of cadastral data, information and plans in digital and hardcopy formats for topographical survey mapping for human settlements; • Preparation of subdivision plans and sketches, as well as topographical survey drawings using appropriate technology; • Quality control of outsourced survey work to ensure compliance with prescribed standards; • The provision of technical expertise and advice to the private and public sectors relating to cadastral data and surveying. Competencies: • Knowledge of the following: • Survey design and analysis; . • Research and development; . • Technical report writing; • Proven computer literacy (computer aided survey applications); • Communication (written and verbal) skills;; • Spatial perception and Technical skills; • Planning and organizational skills and conflict management.

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : STATE ACCOUNTANT (X2)
SALARY : R261 372 per annum
SALARY LEVEL : 07
REF : SA/BM/COGTA/31
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma in the Financial Management field Accounting/Auditing/Management Accounting/Economics or equivalent. A minimum of 2 years working experience in Financial Management. Knowledge of relevant National and Provincial legislations, Public

Administration, Budget Management, Treasury and Financial Regulations. Computer literacy .A valid driver's license.

Key Performance Areas: Request and consolidate data in respect of the monthly expenditure reports for allocated programmes. Assist with the collection of budget inputs. Render financial support services. Analyse and effective monitoring of budget and expenditure.

DIRECTORATE : TRADITIONAL INSTITUTIONAL RESOURCE ADMINISTRATION
POST : ADMINISTRATION OFFICER
SALARY : R261 372 per annum
SALARY LEVEL : 07
REF : AO/TIRA/COGTA/32
STATION : GERT SIBANDE OFFICE

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration. A minimum of 2 years experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Coordinate all Traditional Councils in the Gert Sibande District. Provide administrative and financial support to Traditional Councils. Monitor and administer Traditional Councils funds. Ensure that income/expenditure of Traditional Councils are inspected, balanced on a monthly basis and closed.

DIRECTORATE : TRADITIONAL INSTITUTIONAL RESOURCE ADMINISTRATION
POST : ADMINISTRATION OFFICER (X2)
SALARY : R261 372 per annum
SALARY LEVEL : 07
REF : AO/TIRA/COGTA/33
STATION : BUSHBUCKRIDGE OFFICE

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration. A minimum of 2 years experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Coordinate all Traditional Councils in the Bushbuckridge region. Provide administrative and financial support to Traditional Councils. Monitor and administer Traditional Councils funds. Ensure that income/expenditure of Traditional Councils are inspected, balanced on a monthly basis and closed.

SUB-DIRECTORATE : LABOUR RELATIONS
POST : SENIOR ADMINISTRATION OFFICER
SALARY : R321 543 per annum
SALARY LEVEL : 08
REF : AO/LR/COGTA/34
STATION : HEAD OFFICE

Requirements A Senior Certificate and a National Diploma in Public Management/ Administration / Human Resource Management or equivalent qualification. A minimum of 2 years experience in the Human Resource Management Section in the Public Service, a valid driver's license, Computer literacy. Competencies: Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, and GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Report writing, Verbal and Written Communication Skills.

Key Performance Areas: Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the Department. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the Department. Manage database iro. Discipline, grievance and dispute cases. Manage the resources of the component.

DIRECTORATE : **COMMITTEES AND LOCAL HOUSES**
POST : **SENIOR ADMINISTRATION OFFICER**
SALARY : **R321 543 per annum**
SALARY LEVEL : **08**
REF : **SAO/CLH/COGTA/35**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration or equivalent qualification. A minimum of 2 years experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Ensure the functionality and provide secretariat services and to the Social Development Committee. Conduct oversight visits on Committee Programs and projects. Develop quarterly & annual Committee program and promote Provincial and National Programs. Compile monthly, quarterly and annual reports.

DIRECTORATE : **LOCAL ECONOMIC DEVELOPMENT**
POST : **ADMINISTRATION OFFICER**
SALARY : **R261 372 per annum**
SALARY LEVEL : **07**
REF : **AO/LED/COGTA/36**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration and Development Studies or equivalent qualification. A minimum of 2 years experience in local economic development. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Provide administrative coordinating support in the monitoring and implementation of district economic recovery Plans. Provide administrative support in the implementation of EPWP Youth Waste Management project. Provide administrative support in the implementation of in the Community Works Programme. Provide administrative support in the LED Stakeholder Forum.

X 03 SECRETARIES

- 1. CHIEF DIRECTOR : CORPORATE SERVICES-(Ref: SEC/COGTA/37),**
- 2. CHIEF DIRECTOR : MUNICIPAL SUPPORT (Ref: SEC/COGTA/38),**
- 3. CHIEF DIRECTOR : HOUSE OF TRADITIONAL LEADERS (Ref: SEC/COGTA/39)**

SALARY LEVEL : **05**
SALARY PACKAGE : **R176 310.00 per annum.**
STATION : **HEAD OFFICE**

Requirements: A Senior Certificate, a recognized National Diploma/ Advanced Certificate in Secretarial/Administration or equivalent. At least (1-2) years' experience in the Secretarial or Administrative field. Special skills requirements (Skills needed): Planning and Organizational skills, Good communication skill (Ability to communicate well with people at different levels). The ability to be creative and innovative. Ability to work under pressure and be able to meet deadline. Computer literacy (Microsoft Office, Word, PowerPoint).

Key performance areas: Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration of the Programmes/Directorates, including the arrangements and coordination of meetings. Draft Agendas, Record meetings discussions and provide minutes. Manage and prepare daily schedules of the Director. Create and maintain database and maintain a proper electronic and manual filing system. Draft routine reports, letters, and minutes, when required. Manage and coordinate incoming and outgoing correspondences. Handle the procurement of standard items like stationery, refreshments etc. Remain abreast with Policies, Legislation and Procedures applicable to ensure effective support to the receptive Programmes/Directorates.

(Note that shortlisted Candidates will undergo speed-typing test).

DIRECTORATE : PUBLIC PARTICIPATION
POST : COMMUNITY DEVELOPMENT WORKERS (X12)
SALARY : R211 713 per annum
SALARY LEVEL : 06
STATION : PER DISTRICT

EHLANZENI			
MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.
City of Mbombela	18	X1	CDW/MBOMBEL/W18
City of Mbombela	40	X1	CDW/MBOMBEL/W40
Bushbuckridge	29	X1	CDW/BUSH/W29
Bushbuckridge	17	X1	CDW/BUSH/W17
Nkomazi	05	X1	CDW/NK/W05

GERT SIBANDE			
MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.
Govan Mbeki	24	X1	CDW/GOVAN/W24

NKANGALA			
MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.
Steve Tshwete	18	X1	CDW/STEVET/W18
Steve Tshwete	20	X1	CDW/STEVET/W20
Dr JS Moroka	09	X1	CDW/MOROKA/W09
Dr JS Moroka	10	X1	CDW/MOROKA/W10
Dr JS Moroka	11	X1	CDW/MOROKA/W11
Dr JS Moroka	13	X1	CDW/MOROKA/W13

Requirements: A Senior certificate plus 1-year experience in Community Work and an in depth understanding of Community Development work. The successful Candidates will be registered on a 12 months part-time Community Development Learnership Programme with a recognised institution of Higher Learning. **The successful Candidates must reside in the ward where the vacancy is listed.** Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Facilitating skills; Project organisation skills; Ability to network efficiently and effectively; Basic computer literacy; In depth knowledge of government spheres.

Key Performance Areas: Conduct a need analysis to develop a community profile. Conduct door to door work and community consultation. Identify and determine the needs of communities. Visit houses annually and keeping proper records of houses visited and cases referred (weekly monitoring form). Work with communities and structures in identifying and articulating their needs. Assist government departments to plan as per community needs. Advocate for the vulnerable. Promote network and enhance the activities of government (all 3 spheres) and other community-based workers aimed at improving service delivery. Conduct social awareness and community education to inform communities about services provided by government structures. Facilitate

information dissemination to communities through all government departments. Mobilise communities to organise themselves into focus groups. Network with other government departments to source information and assist sector departments to reach focus groups per service area. Consult with all relevant government departments/institutions to determine services provided and mechanisms to access these services. Conduct online research on government services to ensure that all relevant information on services available reaches the communities. Consult the Gateway electronic portal and other information sources such as Government Online for information on services. Liaise with local communities and stakeholders. Conduct regular research on all relevant policies and legislation to stay abreast of new developments. Conduct regular information sharing with other community workers, institutions and stakeholders. Raise awareness and advocacy work including encouraging communities to engage with opportunities. Link up with existing programs of departments and other community workers. Network with relevant structures of civil society, business and community organizations towards community development. Monitoring and reporting significant trends within communities related to community and social development, and livelihood security as well as the impact of associated with development projects. Facilitate the initiation and development of projects in communities and linking them with relevant resource. Notify existing community project managers of available resources such as funding opportunities. Organize capacity building for projects. Monitor development projects within the ward. Act as eyes and ears of government on projects taking place in the ward. Report any irregularities and progress to the authorities and COGTA. Participate and support IDP, Community Based Planning and Asset Based Monitoring processes. Use of computer or digital device to compile reports as required on progress, issues attended to, actions taken and outcomes. Develop and maintain an electronic database on all interventions e.g. referrals, remedial actions taken or changes in systems to improve service delivery. Report on number of community members mobilized for community outreach programmes & keep record of those who attended. Report on the status of infrastructure and non-income generating projects in the Ward.

RE-ADVERTISEMENT

CHIEF DIRECTORATE: DEVELOPMENT AND PLANNING

POST: CHIEF DIRECTOR: DEVELOPMENT AND PLANNING

SALARY LEVEL 14

SALARY PACKAGE: R1 269 951.00 (all-inclusive remuneration package)

STATION: HEAD OFFICE, MBOMBELA

REF: CD/DP/COGTA/03

Minimum Requirements: A Senior Certificate and a recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Development Planning Studies, Spatial Planning, Public Administration/Management or equivalent qualification with a minimum of 5 years' experience at senior management level. A postgraduate in Development Planning Studies and Project Management will be an advantage. Proven financial management skills and computer literacy is essential. Experience in Planning and Infrastructure and Public Financial Management. Knowledge in Local Government prescripts as well as the interrelatedness of the three spheres of government. A valid driver's license.

Essential skills will include the following: • Strategic capability and leadership • Financial management • Change management • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Communications.

Key Performance Areas: Facilitate and monitor Municipal Infrastructure Development. Promote and Co-ordinate the provision of Water Services. Promote Local Economic Development Planning. Co-ordinate the development of Strategies and Policy Planning. Provide support to municipalities for sustainable Land Use Management. Co-ordinate the development of Spatial Planning Services. Provide Geographic Information System Services. Co-ordinate the implementation of the Disaster management in the Province.

Conduct project assessment and implement identified projects Effective and efficient management of finances, physical and human resources.

POST: CHIEF FINANCIAL OFFICER

SALARY LEVEL: 14

SALARY PACKAGE: R1 269 951.00 pa (all-inclusive remuneration package)

STATION: HEAD OFFICE, MBOMBELA

REF: CD/F/COGTA/01

Requirements: A recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Accounting and Auditing or an equivalent qualification. A minimum of 5 years' experience at senior management level. Experience in Public Financial Management. Experience in Supply Chain Management. Experience in preparations of AFS/IFS. Experience in dealing with internal/external Auditors. Knowledge of the principles and techniques of Corporate Governance.

Essential skills will include the following: • Strategic capability and leadership •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Key Performance Areas: Provide support to the Head of Department and the other senior managers with regard to overall compliance to the PFMA and GRAP, related regulation and practice notes. Maintain an effective, efficient and economic Supply Chain Management System in the Department. Ensure effective and efficient financial management and financial accounting. Ensure timely preparation, reporting of financial, and Supply Chain Management documents. Manage the external audit process, General management function, Contribute to the effective leadership of the Department, maintaining focus on its purpose and vision through rigorous analysis and challenge, leading development of a medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery. Contributing to the effective corporate management of the organization, including strategy implementation, cross-organizational issues, integrated business and resource planning, risk management and performance management

Directions to Applicants: Applicants must be submitted on a prescribed New Z83 application form fully completed, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV. Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants are discouraged from sending application through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification.

If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's

responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to enter into employment contract and sign a performance agreement with the Department.

Applications must be **posted** to: The Director: Human Resource Management, Department of Co-operative Governance and Traditional Affairs, Private Bag x 11304, Mbombela.

Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela 1200.

Enquiries: Mr IPM Moukangwe (013 766 6221) and Mr PP Mokwena (013 766 6225)

The Department of Co-operative Governance and Traditional Affairs is an equal opportunity, affirmative action employer and preference will be given to the suitable qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make appointment(s) to these positions.

CLOSING DATE: 14 OCTOBER 2022