🖌 cooperative governance & traditional affairs

MPUMALANGA PROVINCE REPUBLIC OF SOUTH AFRICA

CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

CHIEF DIRECTORATE: MUNICIPAL SUPPORT

POST: DIRECTOR: MUNICIPAL CAPACITY BUILDING SALARY LEVEL:13

SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE (MBOMBELA)

REF. NO.: D/MPH/COGTA/01 Requirements: A Senior Certificate A recognised Advanced

Diplom/Bachelor's Degree at NQF Level 7 in Human Resource Development/Education Science or related field coupled with 5 years' experience at middle management level in the relevant field. Knowledge and understanding of national and provincial capacity building frameworks and all local government prescripts. A valid driver's license.

Essential skills will include the following: Strategic capabilit and leadership •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service ellivery innovations •Client orientation and customer focus •Problem solving and analysis •The ability to communicate with all stakeholders. Negotiation, Communication and Facilitation

Key Performance Areas: Develop and implement Institutional Capacity Building programmes and strategies for Municipalities Co-ordinate interventions directed at improvement of Human Capacity Building in Municipalities. Promote knowledge sharing programmes for improvement of service delivery in Municipalities. Ensure that the environment is properly managed and assist Municipalities to maximize their capacity to deliver their developmental responsibilities. Manage the development financing and implementation of specific interventions that are intended to strengthen the capacity of Municipalities and the Local Government Systems to perform their development responsibilities. Monitor and support municipalities to develop and implement work skills plan. Develop programmes to provide targeted capacity interventions to identified gaps in

POST: DIRECTOR: MUNICIPAL FINANCIAL SUPPORT SALARY LEVEL: 13

SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE (MBOMBELA) REF. NO.: D/MF/COGTA/02

Requirements: Senior Certificate and a recognized Advanced Diploma/ Bachelor Degree (NQF Level 07) in Financial Management/Management Accounting/Financial Accounting with a minimum of 5 years' experience at middle manage in the finance field. A valid driver's license

Essential skills will include the following: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and writing skills. Knowledge of financial systems. Knowledge of Municipa Systems Act, Municipal Structures Act, Municipal Property Rates Act, Municipal Finance Management Act, Division of Revenue Act, Intergovernmental Fiscal Relations Act, Remuneration of Public Office-bearers Act, 1998 and other related frameworks and regulations.

Key Performance Areas: Monitor and follow up on reported unauthorised, irregular, fruitless and wasteful expenditure by municipalities. Assess annual financial statements for municipalities in the province, compile a section 131 report and submit to legislature, provide capacity building to municipalities on financial matters. Provide financial management support to identified municipalities. Monitor the implementation of Municipal Property Rates Act. Monitor the implementation of upper limits, monitor the implementation of anti-corruption measures. Monitor the implementation of Municipal Finance Management Act. Manage discretionary interventions (Section 106 of the Municipal Systems Act and 139 of the Constitution).

CHIEF DIRECTORATE: INTERGRATED DEVELOPMENT AND PLANNING

POST: DIRECTOR: SPATIAL PLANNING (RE-ADVERT)

SALARY LEVEL: 13 SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE (MBOMBELA) REF. NO .: D/SP/COGTA/04

Minimum Requirements: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Town and Regional Planning/Urban and Regional Planning, Spatial Planning coupled with 5 years' experience at middle management level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002). A broad knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation is a requirement. 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.

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 custome focus •Problem solving and analysis •Communications

Key Performance Areas: Manage the formulation and drafting

Traditional Leadership. Manage and register Traditional Land Rights in Traditional areas. Manage the settlement of land disputes. Provide support in the development of Land Use Management plans in Traditional Authorities. Ensure access in community services. Empower Traditional Leadership on relopment strategies and relevant legislative frame Strengthen functional linkages with other development and governance structures.

CHIEF DIRECTORATE: MPUMALANGA HOUSE OF TRADITIONAL AND KHOISAN

LEADERSHIP POST: DIRECTOR: BUSINESS SUPPORT

SALARY LEVEL: 13 SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE (MBOMBELA)

REF. NO .: D/BS/COGTA/07

Minimum Requirements: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration/LLB or equivalent qualification. A minimum of 5 years' experience at middle management. Ability to communicate both verbal and written. Sound financial management skills. Excellent knowledge of the applicable and relevant pieces of legislation applicable to the Traditional Institution. Good conflict management. Knowledge of the Traditional Leadership and operations of Committees and the House of Traditional Leaders. 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: Conduct genealogical research Engage house of traditional leaders in the resolution of disputes. Manage financial matters pertaining to House of Traditional Leaders. Provide advice to the House. Develop policies to the House. Oversee the smooth running for the Office of the Chairperson and Members of the Executive Commit Develop, manage and evaluate the expenditure patterns of the HTL. Assist house of traditional leaders in the resolution of dispute. Liaise with state attorney and other stakeholders on litigation matters. Render communication services.

CHIEF DIRECTORATE: CORPORATE SERVICES DIRECTORATE:LEGAL SERVICES **POST:SENIOR LEGAL ADMINISTRATION**

OFFICER

SALARY LEVEL: OSD (MR6) SALARY PACKAGE: R531 381.00 - R 1252 374 (all-inclusive MMS package) STATION: HEAD OFFICE, MBOMBELA



Requirements: An LLB degree or equivalent with a minimum of 8 years post qualification experience in the legal environment of which 3-5 years thereof must have been in a junior/middle management level in a legal environment. Admission as an Attorney or Advocate will be an added advantage. Understanding of Public Service policy and legislative framework: Extensive understanding of South African legislation and in particular those applicable to the Public Service including but not limited to Adn strative 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 of Access to Information Act (PAIA); Protection of Personal Information Act (POPIA) and other related prescripts; Ability to interpret the law, conduct legal research, draft and provide comprehensive and well researched legal opinions and advice; Experience in drafting legislation (both primary and subordinate legislation) including analysing and commenting on draft legislation, and the implications thereof. Extensive and proven experience in litigation; ability Memorandum of Understanding (MOU). Should be willing to work under pressure. A valid driver's license

Skills and Competencies: Office Administration (organising and planning skills): Computer literacy; basic project management; financial and human resource management; Excellent/basic/good communication skills (written and verbal); Good interpersonal and intercultural relations; Strategic/ thinking and negotiation; Excellent legal research and report writing skills; Policy analysis and interpretation; Training and presentation; Conflict management and resolution; Problem solving and analytical skills; Innovation, Accuracy and attention to detail; Team Player and ability to meet deadlines/adhere to imeframes.

Key Performance Areas: Provide litigation management and related support services, including alternative dispute resolution and act as a liaison between the State Attorney and/or appointed Coursel and the Department and prepare litigation reports for submission to relevant forums. Draft legislations (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislations. Prepare legislation reports for submission to relevant forums. Drafting and vetting crutinising) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), charters and related legal documents, including contract management. Conduct vetting and review (comments and inputs) of policies and support the policy drafting process. Provide well- researched legal opinions and advice in complex matters relating to the operations of the Department. Provide legal and admin support in terms of the PAIA through administering PAIA. Advise on all aspects of PAIA. Ensure compliance with PAJA, POPI and periodically conducting training and information on same.

DEVELOPER)

SALARY: R527 298.00 per annum SALARY LEVEL : 10 REF : AD/WEB/COGTA/03 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 nalytics 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.

OFFICE OF THE HEAD OF DEPARTMENT POST: PERSONAL ASSISTANT

SALARY LEVEL: 7 SALARY PACKAGE: R294 321.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.: DD/HOD/COGTA/11

Requirements: Senior Certificate and Diploma in Office Management/ Public Management/Administration or equivalent qualification with Typing and 1-2 years secretarial experience.

Skills and Competencies: Sound knowledge of general administration procedures, methods and principles. Proven proficiency in regard of MS Word, Power Point and Excel. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Willingness to travel and vork flexible hours. Candidates may be expected to participate in typing- and computer literacy tests as part of the selection process, and be subjected to a security clearance

Key Performance Areas: Provide a Secretarial /Receptionist administrative and logistical support services to the Office of the Head of the Department. Provide general office support, including: creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters and memos as required by the Head of Department, ordering equipment and stationery, and arranging travel and accommodation for the Office. Ensure that the procurement of goods and services is in line with the transversal contracts. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Show initiative and close attention to detail.

DIRECTORATE: COMMUNICATION AND IT **POST: X3 ADMINISTRATION OFFICERS:** HOTLINE

SALARY LEVEL: 7 SALARY PACKAGE: R294 321.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.: DD/CID/COGTA/12

Requirements: A Senior Certificate and Diploma in Public Administration/ Management/ Business Administration or equivalent qualification with 1-2 years proven experience in handling client related matters. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of the Public Service Act. Knowledge of Principles of communications. Knowledge of Microsoft Office products (Computer Literacy). Excellent communications skills, both verbal and written. Excellent problem solving skills. Time management skills. Ability to communicate with clients. Ability to work in a team. Self-management (ability to work independently).

Key Performance Areas: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Handling inbound and outbound calls: Receive incoming calls; Respond to enquiries by providing correct information; Escalate unresolved queries to the manager and municipalities; Check database for outstanding enquiries or information and escalate to municipalities. Resolve Customer queries through telephone, e-mail. Receive, handle and resolve all incoming enquiries from members of the public; Respond to incoming client queries using information from system; Provide a service that exceeds customer expectations at all times; Handle information in a professional and confidential manner: Capture data about all incoming queries. Compile monthly, quarterly and annual reports for submission to the Office of the premier and the Department of Monitoring and evaluation

DIRECTORATE:HUMAN RESOURCE MANAGEMENT

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 virement are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statement 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 shifting, virement and rollover of funds. Align the budget with the strategic plan of the Department.

DIRECTORATE:SUPPLY CHAIN MANAGEMENT

POST: ASSISTANT DIRECTOR: FACILITY MANAGEMENT SALABY LEVEL: 9

SALARY PACKAGE: R424 104.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.: AD/FM/COGTA/16

Requirements: Senior Certificate and a three-year Diploma Bachelor's degree in Built Environment or equivale qualification with 3 years' experience in the relevant field. Proficient in MS Excel, MS Word and MS PowerPoint. Generic Competencies: Planning and organizing. Coordination. Problem solving and decision making.Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written), Technical Competencies The National Building Regulations and Building Standards Act, 1997. Occupational Health and Safety Act, 1993 - Building and Maintenance Services. Contract and property management. Government systems and structures. Public Finance Management Act, 1999 – Facilities Management Services. A valid driver's license

Key Performance Areas: Monitor the Implementation of building lease agreements for the department. Facilitate the planned and unplanned building maintenance services. Liaise with the Department of Public Works and the Department of National Treasury on office accommodation and any other related matters. Review and implement floor plans to be aligned with the Contingency Plan of the department. Monitor parking (internal and external), manage cleaning, hygiene services within the Department. Facilitate and conduct regular building audits to ensure compliance with legal. Safety, health and environmental standards

DIRECTORATE:SUPPLY CHAIN MANAGEMENT

POST: X2 ADMINISTRATION OFFICERS SALARY LEVEL:7 SALARY PACKAGE:R294 321.00 per annum

STATION: HEAD OFFICE, MBOMBELA REF. NO.: AO/SCM/COGTA/17

Requirements: Senior Certificate and a Diploma in Supply Management/Commerce/Accounting or equivalent qualification plus extensive relevant experience and credible management xperience. In depth knowledge of the computerised LOGIS System, Tender Broad prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course

Key Performance Areas: Render supply chain management services in accordance with policy and delegations which inculde the following: The management of the procurement and provision of quality goods, equipment and services for the department and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration, warehouse and internal stock control services, office services and transport services.

CHIEF DIRECTORATE: MUNICIPAL

SUPPORT DIRECTORATE: MUNICIPAL FINANCIAL

SUPPORT POST X3 DEPUTY DIRECTORS: MUNICIPAL **FINANCIAL SUPPORT**

SALARY LEVEL:12 SALARY PACKAGE: R958 824.00 per annum (all-inclusive MMS package) STATION:HEAD OFFICE (MBOMBELA)

REF. NO.:DD/MF/COGTA/18 Requirements: Senior Certificate and Diploma or Bachelor Degree in Financial Management/Public Management/ Management Accounting/Financial Accounting with a minimum

of 3-5 years' experience at junior management level in municipal finance/ financial management field. A valid driver's license. Skills and Competencies: Competency in Microsoft Office

ord and PowerPoint). Good r

DEVELOPMENT AND PLANNING **DIRECTORATE: LAND USE MANAGEMENT** POST: ASSISTANT DIRECTOR: LAND USE

Prepare monthly and guarterly reports.

Compile monthly and quarterly reports. Provide advice to the Council on spatial planning and Economic and Developments identity training needs for the Councils, Manage and process resolutions of the Councils. Provide support to Traditional Council to perform their functions. Management of 7 Ehlanzen District Traditional Councils as well as the appointment, terminations and replacement of headmen/ women. Provide good corporate governance, logistical support and auxiliary services to 7 Traditional Councils. Ensure that monthly, quarterly

MPUMALANGA

THE PLACE OF THE RISING SU

Bachelor's Degree in Public Administration/ Social

Sciences/Project Management or equivalent gualifications

Minimum of 3 years' experience in Monitoring and

environment at Junior Management level. Knowledge of the

Local Government Legislation in relation to the position and

National Treasury Framework for managing programme and

Regulations. Policy Development and implementat

rment, Client Orientation and Customer Focus.

methods and systems, People and Stakeho

lonest and Integrity. Knowledge of Project and Programm

Monitoring. Knowledge of the PGDS, monitoring and

Key Performance Areas: Support municipalities to institutionalize performance management systems. Assess

the alignment of Municipal SDBIPs with IDPs. Evaluate and

assess the IDP and SDBIP implementation programmes in Municipalities. Compile reports and submit to relevant

stakeholders within the required timelines. Coordinate and implement monitoring and evaluation systems in municipalities.

POST: ASSISTANT DIRECTOR: MUNICIPAL

Requirements: A Senior Certificate and a National Diploma

in Human Resource Development/ Public Management/or Administration or equivalent. A minimum of 3 years' experience

in the relevant field junior management level. Understanding the National and Provincial Capacity Building Frameworks and

Local Government capacity building programmes. Knowledge of

Key Performance Areas: Coordinate all Capacity Building

activities. Coordinate training of Councillors on all relevant issues based on needs assessment. Co-ordinate training on

programmatic issues for municipal staff based on capacity

COGTA, Sector Departments and Stakeholders involved in

Capacity Building, Liaise with LGSETA, SALGA, DCOG, Sector Departments and Stakeholders on Capacity Building issues.

Requirements: Senior Certificate and Diploma/ Bachelo

Degree in Financial Management/Management Accounting/

Financial Accounting/administration in local government with a minimum of 3 years' experience in municipal finance. A valid

driver's license. Competency in Microsoft Office Suite (Excel,

Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written),

interpersonal and writing skills. Knowledge of financial systems. Knowledge of MFMA, Regulations and related frameworks.

Ability to handle pressure and able to meet deadline/adhere

to timeframes. Knowledge of Municipal Systems Act, Municipal Structures Act, Municipal Property Rates Act, Municipal Finance

Management Act, Division of Revenue Act, Intergovernmental

Fiscal Relations Act, Remuneration of Public Office-bearers Act, 1998 and other related frameworks and regulations.

Kev Performance Areas: Monitor/review and support

with the reduction of unauthorised, irregular, fruitless and

wasteful expenditure. Assess annual financial statements for

municipalities in the province, Support municipalities improve

revenue enhancement, support on the implementation of

anti-corruption measures and consequence management in municipalities, provide capacity building to municipalities

on financial matters, provide financial management suppor

to identified municipalities. Support municipalities to achieve clean audit. Support municipalities on upper limits of salaries, allowances and benefits of different members of municipal

councils, Monitor the implementation of life style audit framework in municipalities. Assess the implementation of

women empowerment programme as well as the Gender responsive budgeting and planning, monitor and support on the

implementation of budget funding plans, monitor and support on

the implementation of Audit Actions Plans, bank reconciliation and assets register reconciliations in identified municipalities

CHIEF DIRECTORATE: INTERGRATED

DIRECTORATE:MUNICIPAL FINANCIAL

POST: X3 ASSISTANT DIRECTORS: MUNICIPAL FINANCIAL SUPPORT

SALARY PACKAGE:R527 298.00 per annum

STATION: HEAD OFFICE (MBOMBELA)

assessment. Maintain sound relationship betwee

DIRECTORATE: MUNICIPAL CAPACITY

SALARY PACKAGE: R424 104.00 per annum

Excel and Power Point. A valid driver's license

Prepare monthly and guarterly reports.

SUPPORT

SALARY LEVEL: 10

REF. NO.: AD/MF/COGTA/22

STATION: HEAD OFFICE (MBOMBELA)

evaluation

BUILDING

SALARY LEVEL: 9

CAPACITY BUILDING

REF. NO .: DD/ME/COGTA/21

Evaluation and Project Management in a local govern

SALARY PACKAGE: R958 824.00 per annum (all-inclusive MMS package)

REF. NO.: DD/BS/COGTA/26

Degree in Anthropology/ History/Development Studies or equivalent qualification. A minimum 3 years' experience in Finance / Expenditure Management. A minimum of 3 years' experience in Traditional Leadership field (Anthropological/ historical/Genealogical) at Junior Management level. Knowledge of PFMA, Treasury Regulations, Traditional and Khoi-San Leadership Act, Public Service Act and Public Service Regulations. Computer literacy and A valid driver's license

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 or MS Projects, Excel and Power Point.

Key Performance Areas: Conduct and manage anthropological/genealogical and historical research for the Mpumalanga Provincial House of Traditional and Khoi-Sar Leaders. Manage and support the documentation of customary laws of succession and genealogies for Traditional and Khoi-San Leadership Maintain a database of research conducted in respect of the Mpumalanga Provincial House of Traditional and Khoi-San Leaders. Provide support in the development and implementation of the Traditional Affairs Research Agenda. Render research support on resolution of Traditional and Khoisan Leadership succession and disputes

DIRECTORATE:BUSINESS SUPPORT

POST: SERGEANT-AT-ARMS

SALABY LEVEL: 8

SALARY PACKAGE:R359 517.00 per annum STATION: HEAD OFFICE. MBOMBELA REF. NO.:SAA/BUS/COGTA/27

Requirements: Senior Certificate, National Diploma in Public Management/ Administration or equivalent qualification. A least 1-2 years' experience in traditional leadership matters Knowledge and understanding of the security protocols of the House. Excellent oral and written communication skills. Sound interpersonal skills. Good Computer skills. Good report writing skills. Ability and willingness to work under pressure. Ability to relate at different levels within hierarchy. High level of integrity and credibility. A valid driver's license.

Key Performance Areas: Responsible for ensuring compliance with security policy in and around the Chamber. Implements related instructions from the Chairperson. Remove persons on the instruction of the Presiding Officer from the House. Safe keeping of the Mace and movable assets. Monitor taking of photos and videos in the House. Facilitate processing of access. Serve on Parliamentary Security Task Group. Performs other administrative support duties when required (Messenger, Driver). Assist the House with arrangements of the Sittings Keep records of membership (death, resignation, appointments etc.). Ensure distribution of papers (Order Paper, Speaker's List) in the Chamber. Keep records of attendance for plenary Sitting (Chairperson's Annual Address, Special Sittings). Co-ordinate seating arrangements in Chamber with the Secretary of the House. Provide support services and logistic to the Chairperson and Deputy Chairperson. Ensure closure of doors during the House Sitting and Voting. Lead procession during the Sittings. Liaise with Procedural Staff regarding the sitting of the House Liaise with Committee Co-ordinators on tabling of reports

X 06 SECRETARIES

- DIRECTOR : RISK AND COMPLIANCE MANAGEMENT-(Ref: SEC/COGTA/28).
- . DIRECTOR : LOCAL ECONOMIC DEVELOPMENT -(Ref: SEC/COGTA/29),
- **DIRECTOR : STRATEGY DEVELOPMENT RESEARCH AND POLICY - (Ref: SEC/** COGTA/30),
- DIRECTOR : MUNICIPAL INFRASTRUCTURE GRANT (Ref: SEC/
- COGTA/31) 5. DIRECTOR : COMMITTEES AND LOCAL HOUSES (Ref: SEC/COGTA/32),

6. DIRECTOR : MUNICIPAL FINANCIAL SUPPORT (Ref: SEC/COGTA/33

SALARY LEVEL: 05

SALARY PACKAGE:R202 233.00 per annum. STATION:HEAD OFFICE

performance information. Experience in planning, design and implementation of monitoring and evaluation systems, information analysis and the ability to present performance and annual reports are compiled. information reports to relevant stakeholders. Knowledge CHIEF DIRECTORATE: PROVINCIAL HOUSE of Public Finance Management Act (PFMA) and Treasury **OF TRADITIONAL & KHOI-SAN LEADERS** Computer literacy. Ability to handle pressure and able to meet deadline. A valid Driver's Licence. **DIRECTORATE: BUSINESS SUPPORT POST: DEPUTY DIRECTOR: BUSINESS** Skills and Competencies: Good interpersonal relations SUPPORT (GENEALOGY) Presentation and facilitation skills. Competent in Strategic SALARY LEVEL 12 Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and

STATION: HEAD OFFICE (MBOMBELA)

Requirements: A Senior Certificate and a National Diploma

of provincial research, policy, legislations and guidelines or spatial planning. Manage the monitoring and evaluation of the implementation of policy and legislation at provincial and municipal level. Manage the support of the development of I SDFs. Manage development and maintenance of municipal land use management systems and schemes in all municipalities. Manage development and maintenance of traditional community land use plans. Assist with the preparation and maintenance of the Provincial Spatial Development Framework. Manage the strengthening of spatial linkages between sector departments and municipalities. Provide spatia planning support and advice to municipalities and Traditional Councils. Manage line functions training and spatial planning capacity building programmes. Lead and manage the application of development principles in planning and development. Provide input to national and provincial research, policies and legislation. Effective and efficient management of finances, physical and human resources

OFFICE OF THE CHIEF FINANCIAL OFFICER

POST: DIRECTOR: FINANCIAL ACCOUNTING (RE-ADVERT)

SALARY LEVEL: 13 SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE (MBOMBELA) REF. NO.: D/FA/COGTA/05

Requirements: A Senior Certificate A recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Accounting or Cost & Management Accounting or an equivalent qualification coupled with a minimum of 5 years' experience at middle management level. A good understanding of the PFMA and related Public Service Budget and Financial Management prescripts. A good understanding of GRAP and GAAP. A valid

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: Settle accounts for goods and services, Reconcile creditors accounts, Process grants to Traditional Councils, Monitor expenditure on special projects Monitor departmental fruitless, wasteful ,Irregular and Unauthorized Expenditure, Manage ACB rejections, Administer staff remuneration, Manage and reconcile salary accounts, Conduct head counts and payroll verifications, Certification of payroll and perform annual physical verification of employee anage salary related debts, Manage the consolidation monitoring of accruals and payables, Manage BAS, LOGIS and PERSAL system and ensure system support to users ,Set up nternal controls to prevent systems violations and infringements Ensure adherence to systems rules and regulations , Create s on user access controls and user manu

CHIEF DIRECTORATE: TRADITIONAL INSTITUTION MANAGEMENT

POST: DIRECTOR: RURAL DEVELOPMENT AND LAND ADMINISTRATION

SALARY LEVEL: 13 SALARY PACKAGE: R1 162 200.00 (all-inclusive SMS package) STATION: HEAD OFFICE, MBOMBELA REF NO: D/RDL/COGTA/06

Minimum Requirements: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration or equivalent qualification. um of 5 years' experience at middle management le Ability to communicate both verbal and written. Sound financia management skills. Excellent knowledge of the applicable and relevant pieces of legislations applicable to the Traditional Institution. Good conflict management. Knowledge of the Traditional Leadership. 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 custom focus •Problem solving and analysis •Communications

Key Performance Areas: Support and strengthen opment capacity for structures of the institutions of

WWW.BASADZI.CO.ZA

Ensure compliance with the legislative framework relating to the core business of the Department through effective manage and oversee the implementation of all legal prescripts. Ensure that all administrative and contractual decisions/processes of the Department are compliant with governing legislations and policies; Provide advice, presentations, awareness on the impact of any new legislative requirements and related issues. Setting and managing performance targets for officials through supervision and quality control of work done by lower level officials

DIRECTORATE:COMMUNICATION AND IT

POST DEPUTY: DEPUTY DIRECTOR: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON

SALARY LEVEL: 11

SALARY PACKAGE: R811 560.00 per annum (all-inclusive MMS package) STATION: HEAD OFFICE, MBOMBELA

REF. NO.: DD/CID/COGTA/09

Requirements: A Senior Certificate and Diploma/Bachelor's Degree in Communications/Media Studies/ Public Relations/ Marketing or equivalent qualifications. A minimum of 3 years' experience in relevant field at Junior Management level. A valid driver's license.

Skills And Competencies: Knowledge of legislative frameworks governing the Public Service. Knowledge of stakeholder engagement. Project management skills.. Good Communication skills (verbal and written), Negotiation skills, Conflict Resolution skills, Planning and Organising skills and Presentation skills. Ability to work under pressure and meet tight deadlines. Computer literacy in Microsoft Office

Key Performance Areas: Develop and maintain Departmental communication policies and programmes. Handle Municipal communications. Advise management on community liaison matters. Co-ordinate community liaison activities. Plan and coordinate Departmental events and manage protocol. Promote stakeholder relations. Render internal communication services. Co-ordinate and manage complains management initiatives/ Hotline

DIRECTORATE:COMMUNICATION AND IT **POST: ASSISTANT DIRECTOR: MEDIA** LIAISON

SALARY LEVEL: 10 SALARY PACKAGE: R527 298.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.: DD/CID/COGTA/10

Requirements: A Senior Certificate and Diploma/ Bachelor's Degree in Communication/Journalism or equivalent qualification A 3 years' experience in government or relevant communication Knowledge of government communications. Understanding the mandate of the Department and legislations governing public service. Ability to work under pressure, irregular hours, and travel. A valid driver's license.

Skills and Competencies: Strategic thinking with creative flair, verbal, written and interpersonal skills. Strong organizational, planning and problem solving skills. Language proficiency. Knowledge and Understanding of social media. Computer Literacy and use of standards software packages

Key Performance Areas: Co-ordinate media engagement and function. Identify relevant media platforms to profile the department. Write and distribute media alerts statements, and releases to the media database. Conduct research, Conceptualising and drafting editorial content such as media statements and queries for approval of the supervisor. Managing media clipping services. Monitor the compilation of the media clipping pack (printed) and prepare it for approval. Managing media clippings e-link. Co-ordinate monthly and guarterly media composition and analyse reports for presentations to Communications Management. Managing communications activities around events and campaigns on the departmental events calendar. Prepare media accreditation. Co-ordinate venues for media registration and interviews.Manage and update media database. Provide inputs to weekly/monthly quarterly sub-directorate reports

DIRECTORATE : COMMUNICATION AND **ITS (RE-ADVERT)**

POST: ASSISTANT DIRECTOR: **PRODUCTION & PUBLICATIONS (WEB**

POST: HR PRACTIONER: RECRUITMENT AND SELECTION

SALARY LEVEL: 7 SALARY PACKAGE: R294 321.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.: HRP/RS/COGTA/13

Requirements: A senior Certificate and Diploma in Human Resource Management/ Public Management/Administration At least 1-2 years' experience in Recruitment and Selection field. Knowledge of Human Resource Management prescripts/ legislations, Planning, Organising and Presentation skills, owledge of PERSAL will be ad added advantage. Computer literacy (Microsoft Office package), Communication skills (verbal and written).

Kev Performance Areas: Ensure the correct implementation of Human Resource Management practices related to Recruitment and Selection. Facilitate the reference checks. Ensure that background checks and gualification verification are conducted. Submit the recommendation of the selection and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. Conduct screening of job applications and verification of qualifications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and selection processes. Obtain approval for the appointment of the selection committees to fill positions. Coordinate and facilitate the advertisement of vacant positions. Ensure implementation of appointments, transfers, translations and probation on PERSAL. Provide feedback to successful and unsuccessful candidates. Compile monthly, quarterly and annual reports

DIRECTORATE:HUMAN RESOURCE MANAGEMENT

POST: X2 ADMINISTRATION OFFICERS: EMPLOYEE UTILISATION AND CAPACITY DEVELOPMENT

SALARY LEVEL: 7 SALARY PACKAGE: R294 321.00 per annum STATION: HEAD OFFICE, MBOMBELA REF. NO.:AO/HRCD/COGTA/14

Requirements: A Senior Certificate and Diploma in Human Resource Management/Public /Management/Administration or equivalent gualification. At least 1-2 years' experience in Human Resource Development field. Good Interpersonal skills. The ability to work under pressure. Knowledge of Human Resource Management prescripts/legislations and other legislative ork governing the public service. Knowledge of PERSAL and LOGIS. Communication (verbal and written), Planning Organising and Presentation Computer literacy. A valid driver's

Key Performance Areas: Handle Training Administration Arrange course material. Receive invoices and prepare payments for service providers. Arrange training venues and training equipment. Ensure that training records are updated. Co-ordinate processes relating to training interventions. Provide administrative support to the Unit.

OFFICE OF THE CHIEF FINANCIAL OFFICER POST: DEPUTY DIRECTOR: BUDGET (RE-ADVERT)

SALARY LEVEL: 12 SALARY PACKAGE: R958 824.00 per annum (all-inclusive MMS package)

STATION: HEAD OFFICE (MBOMBELA) REF.NO.: DD/B/COGTA/15

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. Knowledge in the use of caseware software applications. A valid driver's license

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,

and problem-solving skills. Good communication (verbal and written), interpersonal, Training and Presentation skills and riting skills. Knowledge of financial systems. Knowledge of MFMA. Regulations and related frameworks. Ability to handle pressure and able to meet deadline/adhere to time Knowledge of Municipal Systems Act, Municipal Structures Act, Municipal Property Rates Act, Municipal Finance Management Act, Division of Revenue Act, Intergovernmental Fiscal Relations Act, Remuneration of Public Office-bearers Act, 1998 and other

related frameworks and regulations. Kev Performance Areas: Monitor/review and support with the reduction of unauthorised, irregular, fruitless and wasteful expenditure. Assess annual financial statements for municipalities in the province, Support municipalities improve evenue enhancement, support on the implementation of anti-corruption measures and consequence management in municipalities, provide capacity building to municipalities on financial and anti-corruption matters, provide financial management support to identified municipalities. Support municipalities to achieve clean audit. Support municipalities on upper limits of salaries, allowances and benefits of different members of municipal councils. Monitor the implementation of life style audit framework in municipalities. Assess the implementation of women empowerment programme as well as the Gender responsive budgeting and planning, monitor and support on the implementation of budget funding plans, monitor and support on the implementation of Audit Actions Plans, bank reconciliation and assets register reconciliations in identified municipalities, Prepare monthly and quarterly reports.

DIRECTORATE: SERVICE DELIVERY IMPROVEMENT

POST:DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT SALARY LEVEL: 12 SALARY PACKAGE: R958 824.00 per annum (all-inclusive MMS package STATION: HEAD OFFICE (MBOMBELA) REF NO.: DD/SDI/COGTA/19

Requirements: A Senior Certificate and National Diploma/ Degree in Public Management or Administration or equivalent pullifications. A minimum of 3 years' experience in Service Delivery Improvement environment at Junior Management level. A valid Driver's License and willingness to travel.

Skills And Competencies: Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele Principles and Standards. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Computer iliteracy. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills, report-writing skills.

Kev Performance Areas: Monitor the functionality of Thusono Service Centres. Monitor the institutionalization of Batho Pel-Principles in Municipalities. Assist in developing, monitoring and facilitating the successful implementation of service delivery related policies as well as implementation strategies in line with the Public Service Regulations and the Operations Management Framework within the Department. Assist in maintaining and facilitating the successful implementation of Service Delivery Charter. Assist in ensuring the successful implementation of the Batho Pele (BP) Framework. Assist in developing, monitoring and/or facilitating the successful implementation of the Service Delivery Improvement plan. Assist in developing, monitoring and/or facilitating the successful implementation of Service Standards; and participate in change management sessions for Service Delivery Improvements programmes. Manage daily administration duties

DIRECTORATE: PERFORMANCE MONITORING AND EVALUATION

POST: DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION SALARY LEVEL:12 SALARY PACKAGE: R958 824.00 per annum (all-inclusive

MMS package) STATION:HEAD OFFICE (MBOMBELA) REF. NO.:DD/ME/COGTA/20

Minimum Requirement: A Senior Certificate and Diploma

SALARY LEVEL 10 SALARY PACKAGE: R527 298.00 per annum STATION: HEAD OFFICE (MBOMBELA) REF. NO.: AD/LUS/COGTA/23

Requirements, A Senior Certificate and National Diploma/ Degree in Development Planning, Human Settlemen Management/Housing or equivalent with a minimum of 2-3 years' experience in Land Use Management. Knowledge of land use and spatial planning legislation as well as the following key competencies: computer literacy, communication skills, language proficiency, listening skills, analytical skills, ability to work in a team and problem solving, customer focus and responsiveness. The ability to deal with conflict and manage meetings will be an added advantage; management of human resources and handling of administrative processes within the sub-directorate. A valid driver's license.

Key Performance Areas: Assist with administrative support to municipalities in the implementation of Land Use Management specifically with regard to the following: implementation of the ePGLUM system, functioning of MPT & AO, processing of applications, appeal processes, enforcement, compliant LUS, review of by-laws and general. Collect and maintain a database of land use management compliance to legislative requirements of each municipality including data on human settlement (or housing) information and data necessary to inform spatial and land use planning decisions at a provincial level. Reporting of land use management matters on municipalities that require technical support from the Department.

CHIEF DIRECTORATE: TRADITIONAL INSTITUTION MANAGEMENT

DIRECTORATE: TRADITIONAL INSTITUTIONAL RESOURCE ADMINISTRATION.

POST: ADMINISTRATION OFFICER: TRADITIONAL INSTITUTIONAL ADMINISTRATION

SALARY:R294 321 per annum SALARY LEVEL: 07 STATION: GERT SIBANDE OFFICE REF: AO/TIRA/COGTA/24

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration or equivalent qualification A minimum of 1-2 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 inancial 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: TRADITIONAL INSTITUTIONAL ADMINISTRATION

SALARY: R294 321 per annum SALARY LEVEL: 07 STATION: HEAD OFFICE REF: AO/TIRA/COGTA/25

Requirements: Senior Certificate and a National Diploma in Public Management/Administration or equivalent qualification A minimum of 1-2 years' experience in traditional leadership matters. Excellent verbal communication and interpersonal skill: Ability to work under pressure. Sound knowledge of operations of Traditional Councils. Understanding of prescripts governing traditional leadership. Computer literacy. A valid driver's license

Key performance areas: Coordinate activities of the Traditional Councils. Enhance relationships between Traditional Councils, CDWs and Ward Committees within the area of jurisdiction of the Traditional. Compile reports on operations of the Traditional Councils: manage the performance of the Councils. Assist Traditional Councils to compile budgets, expenditure plans to comply with PFMA and Treasury. Assist Councils to account for public funds. Assist the Councils to compile their Integrated Development Plans and make inputs in the municipal IDPs.

nts. A Senior Certificate nized Advanced Certificate/Diploma in Secretarial/Administration or equivalent Experience in the Secretarial or Administrative field will serve as an advantage. Good Planning and Organizational skills, Good Communication skill (Ability to communicate well with people a 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 secretaria 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. Draf routine reports, letters, and minutes, when required. Manage and coordinate incoming and outgoing correspondences Handle the procurement of standard items like stationery shments etc. Remain abreast with Policies, Legis and Procedures applicable to ensure effective support to the eceptive Programmes/Directorates. (Note that shortlisted tes for Secretary Posts will be subjected to speed typing test).

Note: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered Shortlisted candidates will be required to submit certified copies of qualifications. Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA)

The Department Co-operative Governance and Traditiona Affairs is an equal opportunity, affirmative action employer Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's Equity Plan. Persons with disabilities are encouraged to apply.

Correspondence will be limited to successful candidates only Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment ncluding but not limited to: Criminal records; Citizenship status Credit worthiness; Previous employment (reference checks) and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience.

Entry level requirements for SMS posts: is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sma pre-entryprogramme/.

The successful candidate will be required to provide proof of completion of the Certificate for entry into the SMS. Furthermore candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract.

The Department reserves the right not to make an appointment If you have not been contacted within three 3 months after the ing date of the advertisement, please accept that you application was unsuccessful.

NB. Competency Assessment is also applicable to all MMS

Applications must be posted to: The Director: Human Resourc Management, Department of Co-operative Governance and Traditional Affairs, Private Bag X 11304, Mbombela 1200.

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)

CLOSING DATE: 14 JULY 2023

Note: Persons with disabilities are encouraged to apply

চ