



MPUMALANGA PROVINCIAL GOVERNMENT

CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of COGTA is looking for dynamic, innovative, experienced and suitable candidates to fill in the following posts:

CHIEF DIRECTORATE: CORPORATE SERVICES

POST: DIRECTOR: COMMUNICATION

SALARY LEVEL 13

SALARY PACKAGE: R1 073 187.00-R1 264 176.00 pa (all-inclusive remuneration package)

STATION: HEAD OFFICE, MBOMBELA

REF: D/C/COGTA/01

Minimum Requirements: A Senior Certificate and a Bachelor's Degree at NQF Level 7 in Communications/Public Relations/Journalism or equivalent qualification. A minimum of 5 years' experience in middle management. Proven experience as a spokesperson of institution or any organization/entity. Proven excellent experience on publications/speech writing/notice proclamations. Experience in handling interactions with media houses. Excellent report writing, verbal communication and representation skills. Knowledge of applicable prescripts. Ability to work under pressure. Computer literate. 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: Render communication services. Render media liaison and monitoring services. Render community and interdepartmental liaison services. Render production and publication services. Develop and implement the communication strategy of the Department. Manage the production of all departmental publications. Coordinate internal and external communication activities for the Department. Act as the Department's chief spokesperson. Assist in the compilation of speeches for the Department. Co-ordinate the provision of information and communication technology services. Manage relationships with government and other stakeholders. Effective and efficient management of finances, physical and human resources.

CHIEF DIRECTORATE: CORPORATE SERVICES

POST: DIRECTOR: LEGAL SERVICES:

SALARY LEVEL 13

SALARY PACKAGE: R1 073 187.00-R1 264 176.00 pa (all-inclusive remuneration package)

LOCATION: HEAD OFFICE, MBOMBELA

REF: D/LS/COGTA/02

Minimum Requirements: A Senior Certificate and LLB Degree or equivalent qualification with a minimum of 5 years' experience in middle management within the legal environment. Understanding of Public Service Act and Regulations and Public Finance Management Act (PFMA). Excellent knowledge in Local Government and Traditional/Khoisan Institutional prescripts as well Intergovernmental relations framework. Experience in providing legal advise, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and or contracts. Knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Promotion of Access to Justice Act (PAJA), and Promotion to Access of Information Act (PAIA), Protection of Personal Information Act (POPIA). Experience in drafting legislation both primary and subordinate legislation. Ability to analyze and comment on draft legislation. Proven experience in litigation. Accuracy and attention to detail, Team player and ability to meet deadlines.

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 well-researched legal opinions and advice in complex matters relating to the operations of COGTA. 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. Drafting of legislation (both primary and subordinate). Drafting and vetting (scrutinizing) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents and including contract management. Policies. Publication of Compliance Notices. Effective and efficient management of finances, physical and human resources.

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 recognized 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.

CHIEF DIRECTORATE: DEVELOPMENT AND PLANNING

POST: DIRECTOR: SPATIAL PLANNING

SALARY LEVEL 13

SALARY PACKAGE: R1 073 187.00-R1 264 176.00 pa (all-inclusive remuneration package)

STATION: HEAD OFFICE, MBOMBELA

REF: 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. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions 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 customer focus •Problem solving and analysis •Communications.

Key Performance Areas: Manage the formulation and drafting of provincial research, policy, legislations and guidelines on 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 municipal 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 spatial 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.

CHIEF DIRECTORATE: PROVINCIAL HOUSE OF TRADITIONAL LEADERS
POST: DIRECTOR: COMMITTEES AND LOCAL HOUSES
SALARY LEVEL 13
SALARY PACKAGE: R1 073 187.00 (all-inclusive remuneration package)
STATION: HEAD OFFICE, MBOMBELA
REF: D/CLH/COGTA/05

Minimum Requirements: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration 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 for the House. Oversee the smooth running for the Office of the Chairperson and Members of the Executive Committee. 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.



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RE-ADVERTISEMENT

POST: CHIEF FINANCIAL OFFICER

SALARY LEVEL: 14

SALARY PACKAGE: R1 269 951.00-R1 518 396.00 pa (all-inclusive remuneration package)

STATION: HEAD OFFICE, MBOMBELA

REF: CD/F/COGTA/01

Requirements: A recognized 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. A Postgraduate qualification in the field will serve as an advantage. 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

NB: All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment as prescribed by the DPSA. Candidate recommended for appointment at SMS level will be required to produce a Pre- entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name certificate for entry into and the full details can be obtained by following the link <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interest in accordance with the regulations.

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, original certified copies of all qualifications and, (including matric), RSA ID document and valid unendorsed driver's license, proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applications 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.

Application submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The Mpumalanga Provincial Treasury reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

Application 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 Ms SM Mandlazi (013 766 6557), Mr IPM Moukangwe (013 766 6221)

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 these appointments.

CLOSING DATE: 11 APRIL 2022