

Chief Directorate: Local Governance Directorate: Municipal Administration Assistant Director: Customer Care Support

Salary: R382 245 p.a. (SL 09)

• REF NO: COGTA 09/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification focusing on Customer Service/Care or Consumer Rights • Minimum 2-3 years relevant experience at supervisory level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Batho Pele Framework • Consumer Protection Act • Customer Service • Municipal Systems Act on Public Participation, National Capacity Building Framework • Practical knowledge of Gov-Chat software and Community Development Workers Programme • Public relations, Public speaking, group facilitation, conflict resolution, policy development and analysis, planning and organizing • Assessment, monitoring and evaluation • Report writing • Computer literacy.

Duties: • Provide tactical municipal customer service planning support • Provide municipal customer service monitoring and functionality support • Monitor and support municipal performance and compliance with customer service systems • Provide support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Pule Moipolai, Tel. (018) 388 3615

Chief Directorate: Local Governance Directorate: Municipal Administration Assistant Director: Public Participation

Salary: R382 245 p.a. (SL09)

• REF NO: COGTA 10/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification focusing on Community Development • Minimum of 2-3 years' relevant experience at supervisory level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Municipal Systems Act • Skills Development Act • National Capacity Building Framework • National Qualifications Framework • Practical knowledge of Gov-Chat software and Community Development Workers Programme • Public relations, Public speaking • Group facilitation • Conflict resolution • Planning and organising • Policy development and analysis, skills auditing • Monitoring and evaluation • Report writing • Computer literacy.

Duties: • Provide municipal tactical planning support to Speaker's Office and ward committees • Provide municipal monitoring and functionality support to Speaker's Office and ward committees • Provide municipal support co-ordinating forum to Speaker's Office and ward committees • Provide tactical support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Pule Moipolai, Tel. (018) 388 3615

Chief Directorate: Local Governance Directorate: Municipal Governance & Administration Assistant Director: Municipal Capacity Development Support

Salary: R382 245 p.a. (SL 09)

• REF NO: COGTA 11/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management/ Human Resource Management or any other equivalent relevant qualification focusing on skills Development • Minimum 2-3 years' relevant experience at supervisory level • A valid driver's licence.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Skills Development Act • Skills Development Levies Act • National Capacity Building Framework • National Qualifications Framework • Labour Relations Act and Municipal Systems Act • Practical Knowledge of GAP SKILL software and Sector Skills Plans • Public speaking • Group facilitation • Conflict resolution • Planning and organising • Skills auditing, monitoring and evaluation • Policy development and analysis • Report writing • Computer literacy.

Duties: • Promote the customisation and adoption of the National Capacity Building Framework (NCBF) • Monitor and support Municipalities to self-assess functionality of Local Labour Forums • Monitor and support municipalities to comply with prescribed skills planning obligations • Monitor and support municipalities to quality assure and evaluate the appointment of Senior Managers • Facilitate and conduct empowerment or training workshops in municipalities • Provide support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Dithole Moate, Tel: (018) 388 3615

Chief Directorate: Local Governance Directorate: Municipal Governance & Administration Assistant Director: Municipal Deeds Administration Support

Salary: R382 245 p.a. (SL 09)

• REF NO: COGTA 12/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification focusing on Legal Records or Conveyancing Management • Minimum 2-3 years' relevant experience at supervisory level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Deeds Registries Act and related regulations • Deeds administration policy (R293 Proclamation) • Land Administration • Township Establishment Processes • Deeds Administration and Records Management • Public relations • Registry Services • Library Services • Conveyancing Practices • Conflict resolution • Policy development and analysis • Planning and organising • Computer literacy.

Duties: • Monitor and support the facilitation of queries from municipalities and conveyancers • Monitor and support the implementation of title deeds transfer to beneficiaries • Maintain records management of Provincial assets • Provide support in the administration of municipal title deeds • Manage Human Resources.

Enquiries: Mr Pule Moipolai, Tel. (018) 388 3615

Chief Directorate: Local Governance Directorate: Municipal Governance & Administration Assistant Director: Municipal Organisational Development Support - RE-ADVERT

Salary: R382 596 p.a. (SL 09)

• REF NO: COGTA 13/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF 6/7) in Management Services/Operations Management/Public Administration/Human Resource Management/Workstudy or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Organizational development practices • Sound knowledge of Labour Relations Act • Municipal Systems Act • National Capacity Building Framework • National Qualification Framework • PFMA • Communications • Interpersonal relations • Policy development and analysis • Group facilitation • Conflict resolution • Planning and organising • Monitoring techniques • Report writing • Computer literacy

Duties: • Provide technical support in the development of Municipal Organisational Structures • Facilitate and support the provision of Municipal Job Evaluation processes • Facilitate and support the development of Municipal Human Resource Planning processes • Provide technical support in the development of Municipal Job description • Provide technical support in the development of Municipal Business process re-engineering • Provide support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Dithole Moate, Tel. (018) 388 3615

Chief Directorate: Development Planning Directorate: Disaster Management Assistant Director: Municipal Disaster Management Support

Salary: R382 245 p.a. (SL 09)

• REF NO: COGTA 14/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Disaster Management/Public Management/Administration or Development Studies or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at supervisory level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and Regulatory Framework • Public Service Act and Regulations • Public Financial Management Act and Treasury Regulations • Division of Revenue Act • Public Audit, • Project Management • Excellent written and verbal communication • Report writing • Presentation • Managerial • Computer literate • Negotiation • Crisis and co-ordination and People Management.

Duties: • Monitor the implementation of Disaster Management Plans • Monitor disaster risk assessment and prepared risk profiles • Facilitate Disaster risk reduction programmes and Capacity building • Co-ordinate the alignment of Disaster risk reduction within the municipal Integrated Development Plan (IDP's) • Develop integrated public awareness plan • Co-ordinate disaster management municipal IGR structures.

Enquiries: Mr Gomotsegang Mosiane, Tel. (018) 388 1056

Chief Directorate: Corporate Services Directorate: Human Resource Management Senior EHW Practitioner (SHERQ)

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 15/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Environmental Health or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at officer/practitioner level • Registered with Health Professions Council of South Africa • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of legislative prescripts • Occupational Health and Safety Act • National Health Act • National Environmental Management: Waste Act • Compensation of Occupational Injuries and Diseases Act • Labour relations • DPSA Employee Health and Wellness Strategic Framework • Communication • Facilitation • Computer Literacy • Planning Analytical • Problem Solving and Presentation.

Duties: • Co-ordinate SHERQ Management Programmes • Conduct Hazard Identification and Risk Assessments • Conduct Investigation of incidents and complaints reported pertaining to OHS and COID Act • Conduct Advocacy programmes on Health and Safety • Co-ordinate Functional Occupational Health and Safety Committees.

Enquiries: Ms Precious Mahila, Tel. (018) 388 3248

Chief Directorate: Local Governance Directorate: Municipal Administration Senior Customer Care Officer

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 16/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade: 12 • Diploma/Degree (NQF6/7) in Public Administration/Management or equivalent relevant qualification focusing on Customer Service/Care or Consumer Rights • Minimum 2-3 years' relevant experience at officer/practitioner level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework • Batho Pele Framework • Consumer Protection Act • Customer Service • Municipal Systems Act • National Capacity Building Framework • Practical knowledge go Gov-Chat software and Community Development Workers Programme • Public relations • Public speaking • Group facilitation • Conflict resolution • Planning and organizing • Skills assessment • Monitoring and evaluation • Report writing • Computer literacy.

Duties: • Provide municipal customer service technical planning support • Provide municipal customer service functionality assessment support • Monitor and support the implementation of customer service systems • Provide technical support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Pule Moipolai, Tel. (018) 388 3615

Chief Directorate: Local Governance Directorate: Municipal Administration Senior Public Participation Officer

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 17/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/ Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification focusing on Community Development • Minimum 2-3 years' relevant experience at officer/practitioner level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and regulatory framework: Municipal Systems Act • Skills Development Act • National Capacity Building Framework • National Qualifications Framework • Practical Knowledge of Gov-Chat software and Community Development Workers Programme • Public relations • Public speaking • Group facilitation • Conflict resolution • Planning and organizing • Skills auditing • Monitoring and evaluation • Report writing • Computer literacy.

Duties: • Provide municipal technical planning support to Speaker's Office and ward committees • Provide municipal functionality assessment support to Speaker's Office and ward committees • Provide Secretarial services to Municipal Support Co-ordination Forum • Co-ordinate collaboration between ward committees and CDWs • Provide technical support on the implementation of Back-to-Basics approach and District Development Model.

Enquiries: Mr Pule Moipolai, Tel. (018) 388 3615

Chief Directorate: Development Planning Directorate: Disaster Management Senior Municipal Disaster Management Support Officer

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 18/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Disaster Management/Public Administration/Public Management of Developmental Studies or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at officer/practitioner level • A valid driver's license.

Competencies/Knowledge/Skills: • Understanding of applicable legislation and Regulatory Framework • Public Service Act and Regulations • Public Financial Management Act and Treasury Regulations • Division of Revenue Act • Public Audit • Disaster Management Act and Disaster Management Policy • Project Management • Excellent written and verbal communication • Report writing • Presentation • Managerial • Computer literate • Negotiation • Crisis, co-ordination and People Management.

Duties: • Consolidate the implementation of Disaster Management Plans • Consolidate disaster risk assessment and prepared risk profiles • Co-ordinate Disaster risk reduction programme and capacity building • Provide technical support on aligned disaster risk reduction within the municipal Integrated Development Plans (IDP's) • Implement integrated public awareness plan • Provide technical support to the disaster management municipal IGR structures.

Enquiries: Mr Gomotsegang Mosiane, Tel. (018) 388 1056

Chief Directorate: Development Planning Directorate: Disaster Management Senior Provincial Disaster Management Support Officer x02

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 19/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Disaster Management or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at officer/practitioner level • A valid driver's license.

Competencies/Knowledge/Skills: • Knowledge of disaster management Act and Policy Framework • Public Service Act and Regulations • PFMA • Treasury Regulations • Division of Revenue Act • Communication and Coordination • Facilitation and Intergovernmental • Stakeholder Relations • Presentation • Report Writing • Basic Project Management • Computer literacy • Planning and Organizing • Research and Analytical.

Duties: • Facilitate the establishment of disaster risk management systems and structures in each Department • Consolidate departmental register of disaster risk and vulnerability assessments • Identify gaps on risk reduction programme of departments • Render technical support for effective and rapid response/recovery to disasters/emergencies • Consolidate and evaluate stakeholder's training needs.

Enquiries: Ms Nneheng Mogoe, Tel. (018) 388 3523

Chief Directorate: Development Planning Directorate: Disaster Management Snr Information Management & Communication Support Officer

Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 20/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Disaster Management/Information systems or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at Information Communication Technology technician level • A valid driver's license.



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Department:
Cooperative Governance and
Traditional Affairs

North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Competencies/Knowledge/Skills: • Knowledge of Disaster Management Act and Policy Framework • Co-operate governance of ICT policy framework • Public Service Act and Regulations • PFMA • Treasury Regulations • Division of Revenue Act • Public Audit Act • IT Technical • Computer literacy • Basic Project Management • Financial Management • Report writing • Problem Solving • Conflict Management • Strategic and Leadership • Planning and organizing • Research and analytical.

Duties: • Implement Disaster Management Information System • Analyze and implement the provision of early warnings on detected disaster hazards • Implement the establishment of the provincial information resource centre • Organize response and recovery operations and the recording, retrieval, and updating of information during events/disaster • Implement Municipal Disaster Management Information System • Ensure the implementation of Geographic Information Systems.

Enquiries: Ms Keneilwe Nthutang, Tel. (018) 388 6103

Chief Directorate: Corporate Services Directorate: Strategic Management Services Snr Monitoring and Evaluation Officer Salary: R321 543 p.a. (SL 08)

• REF NO: COGTA 21/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Auditing/Public Administration/Public Management/Monitoring and Evaluation or any other relevant equivalent qualification • Minimum 2-3 years' relevant experience at officer/practitioner level.

Competencies/Knowledge/Skills: • Data Analysis • Report writing • Computer literacy • Good Communication • Basic document management.

Duties: • Co-ordinate monthly report i.e. SOPA & EXPO Makgotla Resolutions POA and Budget Speech Commitments • Ensure verification of portfolio of evidence from different programmes • Consolidate quarterly reports and give feedback to programmes • Facilitate the implementation of Provincial M&E system and electronic Quarterly Performance reporting system • Collate audit on predetermined objectives.

Enquiries: Ms Molebogeng Martins, Tel. (018) 388 5524

Chief Directorate: Corporate Services Directorate: Strategic Management Services Monitoring and Evaluation Officer Salary: R261 372 p.a. (SL 07)

• REF NO: COGTA 22/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Auditing/Public Administration/Management/Monitoring and Evaluation or any other relevant equivalent qualification • Minimum 1-2 years' relevant experience.

Competencies/Knowledge/Skills: • Basic knowledge of audit procedures and standard skills • Basic knowledge of Monitoring and Evaluation frameworks • Systems and administrative procedures • Basic knowledge of the PFMA • Report writing • Computer literacy • Good Communication • Basic document management.

Duties: • Collate monthly report i.e. SOPA & EXPO Makgotla Resolutions POA and Budget Speech Commitments • Conduct verification of portfolio of evidence from different programmes • Analyze monthly SOPA & EXPO Makgotla Resolutions POA and quarterly performance reports on the system • Capture data and upload evidence on the Provincial M&E system • Provide administrative support during meetings i.e. performance reviews.

Enquiries: Ms Molebogeng Martins, Tel. (018) 388 5524

Chief Directorate: Corporate Services Directorate: Human Resource Management HR Practitioner: Recruitment And Selection Salary: R261 372 p.a. (SL 07)

• REF NO: COGTA 23/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Diploma/Degree (NQF Level 6/7) in Human Resource Management/Public Administration/Management or any other relevant equivalent qualification • Minimum 1-2 years' relevant experience in recruitment and selection within the public service • Relevant PERSAL certificates.

Competencies/Knowledge/Skills: • Knowledge of PERSAL system • Public Service Regulations • White Paper in Human Resource Management in the Public Service • Public Service Act • Basic Conditions of Employment Act • Employment Equity Act • Labour Relations Act • Recruitment and Selection policy and processes • PERSAL • Records Management • Computer Literacy • Planning and Organizing • Communication • Interpersonal relations • Teamwork and Report writing.

Duties: • Ensure the provision of recruitment, selection and appointment services • Provide logistical and secretarial support during recruitment and selection processes • Verify and Capture HR management system transactions on PERSAL • Maintain the recruitment and selection manual and digital repository information system • Co-ordinate the provision of Personnel Suitability Check services.

Enquiries: Ms Ethelia Masibi, Tel. (018) 388 3933

Chief Directorate: Corporate Services Directorate: Human Resource Management Chief Registry Clerk Salary: R261 372 p.a. (SL 07)

• REF NO: COGTA 24/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Minimum 1-2 years relevant experience • Certificate in information and knowledge, archive and records management or any other relevant equivalent qualification (NQF Level 05 as recognized by SAQA) • A valid driver's license • PERSAL certificate will be an added advantage.

Competencies/Knowledge/Skills: • National archives records services of South Africa Act (NARSA) • Promotion of Administration Justice Act (PAJA) • Protection of Personal Information Act (POPIA) • Promotion of Access to Information Act (PAIA) • Records management Policy • Electronic Communications and Transactions Act (ECT) • Records Archiving • Information Management Technology • Electronic records management, records classification • Filing and retrieval of documents • Computer literacy.

Duties: • Ensure the usage of manual repository information and registry system • Ensure the usage of digital repository information and registry system • Conduct classification of personnel records • Monitor security of personnel registry and documents • Ensure the provision of registry administration services • Facilitate and verify the disposal of physical personnel records.

Enquiries: Mr Emmanuel Dinoko, Tel. (018) 388 4787

Chief Directorate: Corporate Services Directorate: Human Resource Management Registry Clerk x02 Salary: R176 310 p.a. (SL 05)

• REF NO: COGTA 25/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Minimum 0-2 year's relevant experience • A valid driver's license.

Competencies/Knowledge/Skills: • Basic knowledge of: National archives records services of South Africa Act (NARSA) • Promotion of Administration Justice Act (PAJA) • Protection of Personal Information Act (POPIA) • Promotion of Access to Information Act (PAIA) • Records management Policy • Electronic Communications and Transactions Act (ECT) • Basic records Archiving • Information Management Technology • Electronic records management, records classification • Filing and retrieval of documents • Computer literacy.

Duties: • Implement manual repository information and registry system • Implement digital repository information and registry system • Provide technical support on security of personnel records • Provide technical support on the identification of disposable documents • Render registry administration, customer services and facilitate the maintenance of registry machines and appliances.

Enquiries: Mr Emmanuel Dinoko, Tel. (018) 388 4787

Chief Directorate: Corporate Services Directorate: Human Resource Management Administration Clerk: Employee Health Wellness x02 Salary: R176 310 p.a. (SL 05)

• REF NO: COGTA 26/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Minimum 0-2 year's relevant experience • A valid driver's license.

Competencies/Knowledge/Skills: • Basic Department policies and procedures • Occupational Health and Safety Act • National Health Act • Compensation of Occupational injuries and Diseases Act • Labour relations • DPSA Employee Health and Wellness Strategic Framework • Communication • Computer Literacy • Basic Planning and Organising • Problem Solving • Team Work • Confidentiality.

Duties: • Provide Administration Support to Employee Health and Wellness Program • Provide Supply Chain Support • Keep and maintain filling system • Maintain and update registers and statistics.

Enquiries: Ms Precious Mahila, Tel. (018) 388 3248

Chief Directorate: Development Planning Directorate: Disaster Management Admin Clerk: Information Management & Communication Support x02 Salary: R176 310 p.a. (SL 05)

• REF NO: COGTA 27/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • Certificate in information technology (NQF Level 05) or any other relevant equivalent qualification • Minimum 0-2 year's relevant experience.

Competencies/Knowledge/Skills: • Basic knowledge of disaster management Act and Policy Framework • Co-operate governance of ICT policy framework • Public Service Act and Regulations • PFMA • Treasury Regulations • Division of Revenue Act • Computer literacy • Communication and Co-ordination • Planning and Organizing • Research and Analytical • Administrative and Financial Management.

Duties: • Maintain disaster management information system • Distribute early warnings on detected disaster hazards • Maintain the establishment of the provincial information resource centre • Execute response and recovery operations and the recording, retrieval and updating of information during events/disaster • Maintain municipal disaster management information system • Maintain the implementation of geographic informations system.

Enquiries: Ms Keneilwe Nthutang, Tel. (018) 388 6103

Directorates: Various Directorates Secretary x17 Salary: R176 310 p.a. (SL 05)

• REF NO: COGTA 28/22-23 • Centre: Head Office (Mmabatho)

Requirements: • Matric/Grade 12 • 1-2 year relevant experience in the field of secretariat and administrative support • Secretarial or management assistant certificate will be an added advantage.

Competencies/Knowledge/Skills: • Basic knowledge on the relevant Public Service legislation/policies/prescripts and procedures • Basic Knowledge of PFMA • Basic knowledge of applicable HR legal prescripts and policies • Verbal and written communication, minutes taking • Basic Computer literacy • Interpret and Analyse documents • Planning and Organizing • Basic report writing.

Duties: • Provide secretarial and receptionist support service • Provides administrative and clerical support services • Provide logistical support services • Co-ordinate agenda and arrange meetings and appointments • Manage filing system.

Enquiries: Ms Ethelia Masibi, Tel: (018) 388 3933

Directions to Applicants:

The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply.

Applications must be submitted on the prescribed form, **new Z83 (properly completed)**, obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified.

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA).

Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful.

NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool.

Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post.

Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries.

DIRECTIONS ON HOW TO FILL IN THE NEW Z83 FORM

NB: Candidate should note the following information on the new Z83 application form:

Part A: All fields must be completed in full.

Part B: All fields must be completed in full except when:

- Passport number: South African applicants need not provide passport numbers
- An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?"
- "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated.

Part C: All fields must be completed.

Part D: All fields must be completed.

Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered.

Declaration must be completed and signed.

APPLICANTS WHO PREVIOUSLY APPLIED FOR RE-ADVERTISED POSITIONS ARE ENCOURAGED TO RE-APPLY.

Completed applications should be forwarded to the Director: **Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366, Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Nomathamba Serei, tel. (018) 388 3687 or Ms Ethelia Masibi, tel. (018) 388 3933**

NB: THE DEPARTMENT RESERVES THE RIGHT NOT TO MAKE APPOINTMENTS. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY.

Closing date: 18 November 2022, Time (16H30)

