

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS.

Circular 15 of 2018.

Posted Date:
29&30/07/2018

DEPUTY DIRECTOR-GENERAL: TRADITIONAL AFFAIRS

Salary scale: R1 370 973.00 – R1 607 079.00. Commencing salary R1 370 973.00 per annum

Ref. Cogta (01/07/2018: BISHO.

Minimum Requirements: An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8). Master's degree in a management field will be an added advantage. Eight (8) to ten (10) years' experience at Senior Managerial level.

Knowledge: Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political office bearers, Financial Management Legislation, Regulation Policy and Treasury Instructions, Knowledge of Traditional Affairs legislation, Land matters legislation, Housing Act, Municipal Structures Act, Systems Act, Powers and functions and all other related pieces of legislation.

Skills: Programme and project management, Strategic leadership skills, Business and public sector financial and people management skills, Corporate management abilities, Financial management, Problem solving and analysis, Communication, including formal presentations, organizing, Control, Effective internal relations, Function under pressure, Team Work, Co-ordination, Leadership, Innovative thinking, Computer, Policy development and analysis, Writing skills, Interviewing skills, Corporate Governance, Change management, Organizational, Transformation.

Values/ Attitudes: Honesty and Integrity, Professionalism, Self-Driven, Assertive, Responsibility, Political sensitivity, Diplomacy.

KPA's: Responsible for efficient management of the Branch including the effective utilization and training of staff and traditional leaders, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Branch and ensure the formulation and implementation of strategy and policies which will enable the Branch/ administration to successful its role in delivering services to the communities/ clients. Ensure that policies of the government of the day (relevant the department) are translated and implemented properly to achieve the desired goals. Ensure the restoration of dignity, integrity and image of Traditional Leadership institutions (this includes the rendering of management and support services to the Provincial and Local Houses, as well as research on claims and disputes on Traditional Leadership matters). Ensure proper management and transformation of Traditional Leadership institutions. Ensure proper management of the integration of Traditional Leadership and institutions with democratically elected local government structures. Facilitate traditional community development matters and initiatives. Ensure that good relations are maintained between the Branch and all stakeholders such as SALGA, Municipalities, standing committees, Treasury, OTP, emerging contractors, NGO's consultants etc. Manages and monitor Branch budget and action plans in consultation with CFO. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional institutions. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management. Facilitate the development and implementation of provincial Traditional leadership and governance policies and legislation.

Preference will be given to African Female.

CLOSING DATE: 17/08/2018

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.eccogta.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Post to: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhishe, 5605.

Hand Delivery: Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho. **Enquiries: Ms T. Dyani** 040-6095480.

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za/ or <http://eccogta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted