



Province of the  
**EASTERN CAPE**  
REPUBLIC OF SOUTH AFRICA

Circular 21

## **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS.**

### **CHIEF DIRECTOR (RE-ADVERTISEMENT) CORPORATE SERVICES**

*Salary Range: R1 068 564 – R1 277 610 per annum (Level 14)*

*(Ref. COGTA 01/02/2017) Bhisho*

*All applicants who applied for this post in the previous advert may re-apply if they are interested.*

**Minimum Requirements** : A Bachelor's Degree requiring a minimum period of study of four years, An Honour Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) in Human Resource/Public Administration or related areas. Five years' experience at Senior Management level. A Valid Driver's licence. Computer Literacy.

**Competencies:** Knowledge of the following fields is critical: In depth understanding of dynamics of the Public Service, Government Systems and operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional project/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrate strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

**KPA's:** As a Head of Corporate Services Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management, Employee Relations, Information Communication Technology, Organisational Transformation and Human Resource Utilisation & Capacity development functions in the Department of Cooperative Governance and Traditional Affairs. Specific key focus areas including the following: To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a human capital that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity in line with human resource plan, to promote employee health and objectives of the department, to ensure a conducive and safe work environment including occupational health and safety and other key auxiliary services ( i.e. central registry services, building maintenance and office cleaning services) , to ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy, to manage the entire Human Resource, Manage labour relations matters and integrated employee health and wellness programme, Development and management of Information System, manage, co-ordinate and support capacitation and training of employees, manage and monitor the implementation of performance management and development system building HR planning, Organisational Development Services and Auxiliary Services functions in the Department. Enquiries: Ms N. Mabusela (040 609 5258/5350).

**POST 2: SENIOR ADMIN CLERK (RE-ADVERTISEMENT).**

**SENIOR ADMIN CLERK: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES**

*Salary Range: R171 069.00 – R201 507.00 (Level 06)  
(Ref. COGTA 02/02/2017) Manguzela TC: Maluti*

**Minimum Requirements:** A recognized three year degree/diploma or NQF level 6 equivalent qualification OR Senior Certificate/ equivalent qualification. Computer Literacy

**KPA's:** Receiving of funds on behalf of Traditional Council Compilation of financial statements. Recording of minutes in the meeting. Compilation of vouchers for payment Control of Safes as prescribed by the Treasury instructions Control over expenditure and guard against over spending Compilation of monthly returns through cashbook, receipt book and record books. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other Structures. Understanding of Traditional Affairs and finances will be an added advantage.

**Enquiries:** Ms N. Mabusela (040 609 5258/5350).

**CLOSING DATE: 03 MARCH 2017**

**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](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://eclgta.ecprov.gov.za>**

**Applications can be forwarded through one of the following options:**

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**Hand Delivery:** Tyamazshe Building, at Foyer or **Post to:** Mr S. Meligana: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhishe, 5605. **Enquiries:** Ms NG. Mditshwa at (040) 609 5352/5258/5239. Ms N. Mabusela (040 609 5258/5350).

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.