

DEPTS: OTP, DSD, DOE, DPW, DHS, COGTA & DEDEAT.

VACANCY CIRCULAR 09 OF 2020 CLOSING DATE: 13 NOVEMBER 2020

EASTERN CAPE PROVINCIAL GOVERNMENT COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT AND PLANNING

SALARY SCALE R1 251 183.00 – R1 495 956.00.

COMMENCING SALARY R1 251 183 (Level 14)

REF. COGTA (01/10/2020) Bhisho

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 7) in Land Development related field of study e.g. Town and Regional Planning or Land Survey. A Master's degree in Development Studies, Town and Regional Planning or Land Survey. A minimum of 5 years working experience at Senior Management level position in the relevant professional field. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives. Registration in the field of study and practice. A valid driving licence (Code EB). Computer literacy. Experience in Community Development or Local Government will be an added advantage.

KPA'S: To promote, facilitate and coordinate integrated planning in municipalities. Provide for Spatial Planning and Land Management. Provide support and monitoring implementation of SPLUMA and other pieces of legislation and capacitate planning and land management institution. Provide GEO –Spatial information and environment planning services. Provide integrated Spatial Planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination service across the three sphere of government. Coordinate the formulation and implementation of the strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Develop the framework and guidelines for the Community Based Planning Framework. Co- ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co-ordinate and prioritization and implementation of Municipal Projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilization of staff, promoting of sound labour relation and the appropriate utilization of resources

COMPETENCIES: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act (MSA), Land Survey Act, Municipal Property Rates Act, Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. Proven record of policy development. Programme and Project management skills. Sound understanding of the intergrated planning across the three sphere of government and intergovernmental planning framework. Sound understanding and interpretation of the National Development Plan, the Provincial Development Plan, the Integrated Development Plans and the Provincial Spatial Development Framework including the Community Based Planning Frameworks. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and coordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. PFMA, Finance and budgetary skills. Good facilitation and presentation skills.

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DIRECTOR: RAPID RESPONSE

SALARY SCALE: R1 057 326 –R 1 245 495 .00.

COMMENCING SALARY: R 1 057 326.00 PER ANNUM (LEVEL 13)

REF. COGTA (02/10/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 7) in the related field. Five years working experience in the middle management. Level in the relevant field. Computer Literacy. A valid Code 08 Driving Licence. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives.

KPA's: Institutionalize regular reporting and feedback mechanisms from municipalities and traditional leadership institution to maintain early warning system. Conduct customer surveys and facilitate the implementation thereof. Coordinate the identification and resolution of service delivery problems. Coordinate the facilitation of training programmes to manage Presidential Hot Lin Facilitate and coordinate rapid response services within municipal areas. Manage allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

COMPETENCIES: Knowledge: Constitution of the Republic of South Africa 1996, Local Government: Municipal Structures Act, 117 of 1998, as amended, Local Government: Municipal Systems Act, 32 of 2000, as amended, Public Finance Management Act, 1999, Local Government: Municipal Finance Act, 56 of 2003 as amended. Public service Act. Provincial Integrated Service Delivery Model (ISDM). National Development Plan: Vision 2030. Medium –Term Strategic Framework (2014-2019). Provincial Development Plan. Provincial Medium- Term Strategic Framework. Outcome 9 Strategic Priorities.

DIRECTOR: JOE GQABI DISTRICT SUPPORT CENTRE

SALARY SCALE: R1 057 326 –R1 24 495 .00.

COMMENCING SALARY: R.00 PER ANNUM (LEVEL 13)

REF. COGTA (03/10/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 7) in Labour Relations or any other related field. Five years' middle management. Level in the Labour Relation environment. Computer Literacy. A valid Code 08 Driving License. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives.

KPA's: Provide strategic management of the district support centre. Provide assistance and support to local authorities. Provide support and capacity building programmes to traditional leadership institutions and traditional leaders.

COMPETENCIES: In depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes. National Treasury Circulars, DPSA Circulars and Accounting Systems.

DEPUTY DIRECTOR: MUNICIPAL FREE BASIC SERVICES

SALARY SCALE: R 869 007-R1 023 645.00.

COMMENCING SALARY: R869 007.00 PER ANNUM (LEVEL 12)

REF. COGTA (04/10/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Public Administration. Three years working experience in Social Facilitation and in Local Government Environment. Computer Literacy. A valid Code 08 Driving License. Master's degree will be an added advantage.

KPA's: Promote, Facilitate, coordinate and monitor the implementation of policies on Free Basic Services (electricity energy, water, and sanitation) by municipalities. Develop norms and standards for free basic services implementation. Promote coordinate, strengthen and monitor FBS institutions, stakeholder' forums in municipalities and FBS knowledge management.

COMPETENCIES: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Municipal



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System Act, Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Services Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills, Strong organizational and conflict management skills. Good management, communication, facilitation, stakeholder engagement, data analysis, monitoring and reporting, research and presentation skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Areas.

DEPUTY DIRECTOR: TRADITIONAL FINANCIAL CONTROL
SALARY SCALE: R869 007.00 –1 023 645.00.
COMMENCING SALARY: R869 007.00 PER ANNUM (LEVEL 12)
REF. COGTA (05/10/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level/7) in Financial Management or related equivalent qualification. Three (3) years' experience at an Assistant Director level/junior management level in finance –related functions. Computer Literacy, MS Excel, MS Word, MS Power Point. A valid code 08 driving licence. Familiarity with traditional leadership environment. **KPA's:** Provide financial management support to Traditional Leadership Institutions. Monitor and assist Traditional Leadership Institutions on financial management. Assist and advise Traditional Councils to generate revenue. Ensure Traditional Councils comply with the PFMA and other financial prescripts. Preparation of project plans and reports. Implementation of the operational plan of the Sub –Directorate. Management of staff.

COMPETENCIES: Financial Management. Team Leadership. Interpersonal relations. Interpretation of legislation. Report writing.

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Applications should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Attention

Mr M Cwele. Hand delivered applications will be received at Foyer and enquires can be directed to Ms V. Nyhwalasi at 040-940 7077/7078//7076/7080/7083. Alternatively, applications can be emailed to: recruitment@eccogta.gov.za.

