



MPUMALANGA
PROVINCIAL
GOVERNMENT



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:

DIRECTORATE : OFFICE OF THE MEC
POST : DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT
SALARY : R744 255 per annum (all-inclusive MMS package)
SALARY LEVEL : 11
REF : DD/ASC/COGTA/01
STATION : HEAD OFFICE

Requirements: National Senior Certificate, a National Diploma/Bachelor's Degree/ Office Administration/ Management/Public Management or equivalent qualification. A minimum of 3 years' relevant experience at junior management level. Knowledge of public service legislation and regulations is essential. A valid driver's license.

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word, Power Point). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA, MFMA, Treasury Regulations, Public Sector Risk Management Framework, COSO Framework and King III on governance. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

Key Performance Areas: Ensure co-ordination of programmes between the Member and the Department. Provide administrative support and receptionist services. Provide registry support services in the Office of the Executive Authority. Provide messenger and driver services in the Office of the Executive Authority. Provide logistical support for the meetings. Manage human resources/staff

DIRECTORATE : RISK AND COMPLIANCE MANAGEMENT
POST : DEPUTY DIRECTOR: RISK MANAGEMENT
SALARY LEVEL : 11
SALARY : R744 255.00 (all-inclusive MMS package)
REF : DD/RM/COGTA/02)
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/Degree or equivalent qualification with Risk Management and Auditing or Internal Auditing as major subjects. Practical experience in risk management or internal auditing. A minimum of 3 years' experience obtained within Risk Management environment at junior management level. Knowledge of relevant legislation applicable to risk management. Knowledge of risk management processes and techniques.

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations, Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework and King IV on risk management. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

Key performance areas: Facilitate the process of risk identification, assessment and development of response strategies. Communicate the Department's Risk Management Plans to all stakeholders in the department and monitor its implementation. Facilitate orientation and training for the Risk Management Committee and Risk Champions. Report the risk intelligence to the Accounting Officer, Management, Risk Management Committee and Audit Committee. Management of human and financial resources.

DIRECTORATE : PLANNING AND PROGRAMME MANAGEMENT
POST : DEPUTY DIRECTOR: PLANNING
SALARY LEVEL : 11
SALARY : R744 255 per annum (all-inclusive MMS package)
REF : DD/P/COGTA/03)
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management/Administration/ Project Management or an equivalent qualification. A minimum of 3 years' experience in Planning at junior management level. Knowledge of relevant legislation applicable to the public sector and the Department. Practical experience in the development/analyses and processes of strategic documents and department policies.

Skills and Competencies: Decision making, problem solving, facilitation and presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on MS Projects, Excel and Power Point.

Key Performance Areas: Provide professional Planning and Performance Monitoring Management in line with statutory prescripts and treasury framework. Assist in development, implementation and review of departmental strategic plan, annual performance plan and annual operational plan in line with the Framework of Strategic Plans and Annual Performance Plans

within the available resources. Liaise with external stakeholders for the submission of statutory reports. Receive, collate and analyse monthly, quarterly and annual performance of departmental programmes and submit recommendations for remedial steps. Ensure alignment of departmental plans performance to provincial and national policy priorities. Management of human and financial resources.

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : DEPUTY DIRECTOR: BUDGET
SALARY LEVEL : 11
SALARY : R744 255.00 per annum (all-inclusive MMS package)
REF : DD/B/COGTA/04)
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in the Financial Management field Accounting/Auditing/Management Accounting/Economics or equivalent qualification. A minimum of 3 years' experience in Financial Management at junior management level. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations.

Skills and Competencies: Decision making, problem solving, facilitation and presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of planning, Communication, Project Management and Evaluation. Excellent knowledge on MS Projects, Excel and Power Point.

Key Performance Areas: Maintain Departmental Budget Process; analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare report required for monitoring of the Departmental Budget. Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service to the Department. Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Administer the transfer of funds for the MTEF cycle. Administer virementations and rollovers. Align the budget with the strategic plan of the Department.

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY BUILDING
SALARY LEVEL : 11
SALARY PACKAGE : R744 255.00 per annum (all-inclusive MMS package)
REF : DD/HRU&CD/COGTA/05)
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Human Resource Development/ Human Resource Management/ Public Management / Development and/or Administration or equivalent. A minimum of 3 years' experience in Human Resource Development at junior management level. Knowledge of relevant prescripts and the

Human Resource Development Strategy. Practical experience coordinating and conducting training.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on Excel and Power Point.

Key performance areas: Manage Skills Development, Employee Performance and Talent Management Programmes and Strategies: Ensure development, reviewal, monitoring and the implementation of the skills development policies and strategies. Coordinate and Monitor the implementation of Workplace Skills Plans, Ensure implementation of training and development processes and programmes. Oversee the implementation of learnership, internship and induction programmes in the department. Ensure development and implementation of talent management strategies. Ensure the development, reviewal and implementation of PMDS policy. Ensure complete and accurate PMDS database. Identify PMDS training and development requirements. Ensure effective implementation of PMDS performance incentive scheme is in accordance with departmental policies, procedures and ensure implementation is in accordance to applicable legislative requirements.

DIRECTORATE : HUMAN RESOURCE MANAGEMENT
POST : DEPUTY DIRECTOR: RECORDS MANAGEMENT
SALARY : R744 255 per annum (all-inclusive MMS package)
SALARY LEVEL : 11
REF : DD/RM/COGTA/06
STATION : HEAD OFFICE

Requirements: National Senior Certificate, a National Diploma/Bachelor's Degree/ in Records Management/Archives, or equivalent qualification. A minimum of 3 years' experience in Records Management at junior management level. Knowledge and understanding of the Records Management/ Archiving Services. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential. A valid driver's license.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on Excel and Power Point

Key Performance Areas: Establish and maintain records for the Department. Manage Records Management Registry Services and production/ archiving as well as disposal services. Monitor the smooth running of paper-based and electronic record system. Ensure compliance with Departmental file plan and policies. Liaise with Provincial and National Archives on Records Management. Facilitate records management workshops. Ensure proper records management and documents tracking. Monthly reporting requirements and provide analysis of records manually and electronically. Maintain safety and confidentiality of documents. Manage cleaning services.

DIRECTORATE : MUNICIPAL CAPACITY BUILDING
POST : DEPUTY DIRECTOR: MUNICIPAL CAPACITY BUILDING
SALARY LEVEL : 12
SALARY : R 882 042.00 per annum (all-inclusive MMS package)

REF : DD/MCB/COGTA/07
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/Bachelor Degree in Human Resource Development/ Public Management/or Administration or equivalent. A minimum of 3 years' experience in capacity development at junior management level. Understanding the National and Provincial Capacity Building Frameworks and Local Government capacity building programmes.

Skills and Competencies: Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure. In-depth knowledge of planning, human resource development, Communication, Project Management, Monitoring and Evaluation, conflict management and working in a team. Knowledge of Excel and Power Point.

Key Performance Areas: Coordinate and Monitor the implementation of Workplace Skills Plans. Coordinate the Capacity Building interventions for municipal officials and Councillors Develop strategic capacity building plans and targets for skills development and monitor the implementation of these plans. Management of human and financial resources and compile all reports as per local government statutes and reporting requirements. Liaise with SETA's on accreditation of training.

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POST : DEPUTY DIRECTOR: POLICY & FINANCE (ADMINISTRATION)
SALARY LEVEL : 12
SALARY PACKAGE : R 882 042.00 per annum (all-inclusive MMS package)
REF : DD/PFA/COGTA/08
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/ Degree in Civil Engineering/ Project Management or equivalent qualification. A minimum of 3 years' experience in Municipal Infrastructure at junior management level. A certificate in Project Management will be an added advantage

Skills and Competencies: Sound knowledge of PFMA, MFMA, Treasury regulations, DORA and other relevant prescripts. Competency in Microsoft Suite (Excel, Word, Project, Access and PowerPoint), GIS and other drafting softwares. Good Communication skills (verbal and written), report writing, Project Management, Presentation, Innovative thinking and managerial skills.

Key Performance Areas: Monitor and support municipalities in the implementation of Municipal Infrastructure Grant projects and other Infrastructure grants. Ensure that all municipalities have Comprehensive Infrastructure Plans. Support the roll-out of Basic Services. Ensure that Government priorities are incorporated in the Capital Investment Plans. Render Technical support on the development of project Business Plans and appraisals. Provide technical support to municipalities on infrastructure challenges, planning and development. Monitor performance of municipal Project Management Units and manage the human and financial resources of the Directorate.

DIRECTORATE : SPATIAL PLANNING
POST : CHIEF TOWN AND REGIONAL PLANNER
SALARY LEVEL : MR6 OSD)
SALARY : R 912 048 per annum (all-inclusive MMS package)

REF : CTRP/SP/COGTA/09
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Town and Regional Planning/Urban and Regional Planning/Spatial Planning or equivalent qualification. A minimum of 3 years' experience in Spatial Planning at junior management level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). Knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation. 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.

Skills and Competencies: Sound knowledge of SPLUMA and other relevant planning prescripts. Competency in Microsoft Suite (Excel, Word, Project, Access and PowerPoint), and GIS. Good Communication skills (verbal and written), report writing, Project Management, Presentation, Innovative thinking and managerial skills.

Key Performance Areas: Support municipalities with Spatial Development Framework (SDF) alignment to the SPLUMA provisions. Support municipalities with SDF implementation. Guide the implementation of the SDF through alignment to the Integrated Urban Development Framework (IUDF). Monitor the implementation of Provincial SDF projects. Provide technical support to municipalities on spatial planning related matters.

NB: The Top 02 Candidates for the above-mentioned posts will be subjected to Competency Assessment.

SUBDIRECTORATE : SECURITY MANAGEMENT
POST : ASSISTANT DIRECTOR: SECURITY MANAGEMENT
SALARY : R477 096 per annum
SALARY LEVEL : 10
REF : AD/SM/COGTA/10
STATION : HEAD OFFICE

Requirements: National Senior Certificate, and a National Diploma/Bachelor's Degree/ /Advanced National Diploma in Security Management/Policing or equivalent qualification. Professional registration with PSIRA Grade A. A minimum of 3 years' working experience in the field of Security. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes. Knowledge of public service legislation and regulations is essential. A valid driver's license.

Key Performance Areas: Implement physical security in line with MPSS, MISS and security legislations throughout the Department. Coordinate vetting of all vetting forms all security clearance for COGTA to and from State Security Agency (SSA). Conduct investigation on breach of security. Manage all control rooms operations to safeguard Departmental assets. Supervise the security functions of the security services /service providers. Ensure adherence to departmental security policies.

DIRECTORATE : COMMUNICATION
POST : ASSISTANT DIRECTOR: PRODUCTION & PUBLICATIONS (WEB DEVELOPER)

SALARY : R477 090.00 per annum
SALARY LEVEL : 10
REF : AD/WEB/COGTA/11
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma in Information Technology or Degree in Computer Science or a related field. A minimum of 3 years proven working experience in web programming. Top-notch programming skills and in-depth knowledge of modern HTML/CSS3. Familiarity with at least one of the latest and most used programming languages: PHP, Bootstrap, JavaScript and others. A solid understanding of how web applications work including security, session management, and best development practices. Adequate knowledge of relational database systems and web application development. Hands-on experience with network diagnostics, network analytics tools. Basic knowledge of Search Engine Optimization process. Basic knowledge of Content Management Systems. Aggressive problem diagnosis and creative problem solving skills. Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen. Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques. Communication skills, teamwork and collaboration, pro-activity and showing initiative.

Key Performance Areas: Write well designed testable, efficient code by using best software development practices. Create website layout/user interface by using standard web programming practices. Integrate data from various back-end services and databases. Gather and refine specifications and requirements based on technical needs. Create and maintain software documentation. Be responsible for maintaining, expanding, and scaling our site. Stay plugged into emerging technologies/ industry trends and apply them into operations and activities. Cooperate with web designers to match visual design intent. Cooperation with various stakeholders involved in website development and management.

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : ASSISTANT DIRECTOR: BOOKKEEPING AND REVENUE
SALARY : R382 245 per annum
SALARY LEVEL : 09
REF : AD/BR/COGTA/12
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in the Financial Management field -Accounting/Auditing/ Economics or equivalent qualification. A minimum of 3 years' working experience in Financial Management. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations. A valid driver's license.

Key Performance Areas: Collection of revenue due to the Department and proper management thereof. Ensure timeous and compilation of monthly reports. Effective management of the Department's debt account. Monitoring of Pay Master General account. Provide Budgetary Support Service to the Department. Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Administer the transfer of funds for the MTEF cycle. Administer virements and rollovers. Align the budget with the strategic plan of the Department.

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POSTS : ENGINEER: (CIVIL) GRADE A

SALARY : 728 829.00 per annum
SALARY LEVEL : OSD
REF. : AD/MINFRA/COGTA/13
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ B-Tech /Bachelor's Degree in Civil Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management policy analysis and strategic planning. Knowledge of infrastructure development and programme management. Good communication skills (verbal and written) Computer Literacy in MS Office. A valid driver's license.

Key Performance Areas: Provide technical support in evaluating business plans and technical reports for the proposed Municipal Infrastructure projects. Support municipalities and facilitate municipal infrastructure development. Manage and facilitate sustainable service delivery. Ensure the management of infrastructure finance. Provide technical support with development and implementation of plans, legislative frameworks and strategies. Support municipalities with coordination of infrastructure projects. Assess the functionality of municipal infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related matters.

DIRECTORATE : MUNICIPAL INFRASTRUCTURE
POSTS : ENGINEER: (ELECTRICAL) GRADE A
SALARY : 728 829.00 per annum
SALARY LEVEL : OSD
REF. : AD/MINFRA/COGTA/14
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/BTech /Bachelor's Degree in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Sound knowledge of relevant legislation. Knowledge of legal compliance. Knowledge of Project Management policy analysis and strategic planning. Knowledge of infrastructure development and programme management. Good communication skills (verbal and written) Computer Literacy

Key Performance Areas: Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.

DIRECTORATE : PUBLIC PARTICIPATION
POST : ASSISTANT DIRECTOR: PUBLIC PARTICIPATION AND CDW
SALARY : R477 096 per annum per annum
SALARY LEVEL : 10
REF : AD/PP&CDW/COGTA/15
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management/Administration, or equivalent qualification. A minimum of 3 years' experience in Public Participation. Knowledge of all relevant Local Government and public service legislation and regulations is essential. Computer literacy and a valid driver's license.

Key Performance Areas: Coordinate CDW Programme in the Province. Coordinate interdepartmental programmes. Analyse districts CDW reports to identify common trends. Coordinate and update database of community profiles. Compile monthly, quarterly and annual reports. Monitor improvement of service delivery through coordination of communication process through relevant structures and institutions.

DIRECTORATE : PUBLIC PARTICIPATION
POST : ASSISTANT DIRECTOR: PUBLIC PARTICIPATION AND CDW
SALARY : R477 096 per annum per annum
SALARY LEVEL : 10
REF : AD/PP&CDW/COGTA/16
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma/ Bachelor's Degree in Public Management / Administration or equivalent qualification. A minimum 3 years' experience in Public Participation. Knowledge of all relevant Local Government and public service legislation and regulations is essential. Computer literacy and a valid driver's license.

Key Performance Areas: Manage complaints management system. Analyse districts CDW reports, prioritise trends and provide recommendations thereof. Compile monthly, quarterly and annual reports. Advise on possible solutions to community problems and compile feedback reports.

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : STATE ACCOUNTANT (X2)
SALARY : R261 372 per annum per annum
SALARY LEVEL : 07
REF : SA/BM/COGTA/17
STATION : HEAD OFFICE

Requirements: A Senior Certificate and a National Diploma in the Financial Management field Accounting/Auditing/Management Accounting/Economics or equivalent. A minimum of 2 years working experience in Financial Management. Knowledge of relevant National and Provincial legislations, Public Administration, Budget Management, Treasury and Financial Regulations. Computer literacy .A valid driver's license.

Key Performance Areas: Request and consolidate data in respect of the monthly expenditure reports for allocated programmes. Assist with the collection of budget inputs. Render financial support services. Analyse and effective monitoring of budget and expenditure.

DIRECTORATE : TRADITIONAL INSTITUTIONAL RESOURCE ADMINISTRATION
POST : ADMINISTRATION OFFICER
SALARY : R261 372 per annum per annum
SALARY LEVEL : 07
REF : AO/TIRA/COGTA/18

STATION : GERT SIBANDE

Requirements: A Senior Certificate and a National Diploma in Public Management/ Administration. A minimum of 2 years experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license.

Key Performance Areas: Coordinate all Traditional Councils in the Gert Sibande District. Provide administrative and financial support to Traditional Councils. Monitor and administer Traditional Councils funds. Ensure that income/expenditure of Traditional Councils are inspected, balanced on a monthly basis and closed.

POSTS : X 03 SECRETARIES

- 1 CHIEF DIRECTOR : CORPORATE SERVICES-(Ref: SEC/COGTA/19),
- 2 CHIEF DIRECTOR : MUNICIPAL SUPPORT (Ref: SEC/COGTA/20),
- 3 CHIEF DIRECTOR : HOUSE OF TRADITIONAL LEADERS (Ref: SEC/COGTA/21)

SALARY LEVEL : 05
SALARY PACKAGE : R176 310.00 per annum.
STATION : HEAD OFFICE

Requirements: A Senior Certificate, a recognized National Diploma/ Advanced Certificate in Secretarial/Administration or equivalent. At least (1-2) years' experience in the Secretarial or Administrative field. Special skills requirements (Skills needed): Planning and Organizational skills, Good communication skill (Ability to communicate well with people at different levels). The ability to be creative and innovative. Ability to work under pressure and be able to meet deadline. Computer literacy (Microsoft Office, Word, PowerPoint).

Key performance areas: Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration of the Programmes/Directorates, including the arrangements and coordination of meetings. Draft Agendas, Record meetings discussions and provide minutes. Manage and prepare daily schedules of the Director. Create and maintain database and maintain a proper electronic and manual filing system. Draft routine reports, letters, and minutes, when required. Manage and coordinate incoming and outgoing correspondences. Handle the procurement of standard items like stationery, refreshments etc. Remain abreast with Policies, Legislation and Procedures applicable to ensure effective support to the receptive Programmes/Directorates.

(Note that shortlisted Candidates will undergo speed-typing test).

DIRECTORATE : PUBLIC PARTICIPATION
POST : COMMUNITY DEVELOPMENT WORKERS (X8)
SALARY : R211 713 per annum
SALARY LEVEL : 06
STATION : PER DISTRICT

EHLANZENI			
MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.

City of Mbombela	18	X1	CDW/MBOMBEL/W18
Bushbuckridge	29	X1	CDW/BUSH/W29

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MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.
Govan Mbeki	24	X1	CDW/GOVAN/W24

NKANGALA

MUNICIPALITY	WARD NO.	NUMBER OF POSTS	REFERENCE NO.
Steve Tshwete	18	X1	CDW/STEVET/W18
Steve Tshwete	20	X1	CDW/STEVET/W20
Dr JS Moroka	09	X1	CDW/MOROKA/W09
Dr JS Moroka	10	X1	CDW/MOROKA/W10
Dr JS Moroka	11	X1	CDW/MOROKA/W11

Requirements: A Senior certificate plus 1-year experience in Community Work and an in depth understanding of Community Development work. The successful Candidates will be registered on a 12 months part-time Community Development Learnership Programme with a recognised institution of Higher Learning. **The successful Candidates must reside in the ward where the vacancy is listed.** Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Facilitating skills; Project organisation skills; Ability to network efficiently and effectively; Basic computer literacy; In depth knowledge of government spheres.

Key Performance Areas: Conduct a need analysis to develop a community profile. Conduct door to door work and community consultation. Identify and determine the needs of communities. Visit houses annually and keeping proper records of houses visited and cases referred (weekly monitoring form). Work with communities and structures in identifying and articulating their needs. Assist government departments to plan as per community needs. Advocate for the vulnerable. Promote network and enhance the activities of government (all 3 spheres) and other community-based workers aimed at improving service delivery. Conduct social awareness and community education to inform communities about services provided by government structures. Facilitate information dissemination to communities through all government departments. Mobilise communities to organise themselves into focus groups. Network with other government departments to source information and assist sector departments to reach focus groups per service area. Consult with all relevant government departments/institutions to determine services provided and mechanisms to access these services. Conduct online research on government services to ensure that all relevant information on services available reaches the communities. Consult the Gateway electronic portal and other information sources such as Government Online for information on services. Liaise with local communities and stakeholders. Conduct regular research on all relevant policies and legislation to stay abreast of new developments. Conduct regular information sharing with other community workers, institutions and stakeholders. Raise awareness and advocacy work including encouraging communities to engage with

opportunities. Link up with existing programs of departments and other community workers. Network with relevant structures of civil society, business and community organizations towards community development. Monitoring and reporting significant trends within communities related to community and social development, and livelihood security as well as the impact of associated with development projects. Facilitate the initiation and development of projects in communities and linking them with relevant resource. Notify existing community project managers of available resources such as funding opportunities. Organize capacity building for projects. Monitor development projects within the ward. Act as eyes and ears of government on projects taking place in the ward. Report any irregularities and progress to the authorities and COGTA. Participate and support IDP, Community Based Planning and Asset Based Monitoring processes. Use of computer or digital device to compile reports as required on progress, issues attended to, actions taken and outcomes. Develop and maintain an electronic database on all interventions e.g. referrals, remedial actions taken or changes in systems to improve service delivery. Report on number of community members mobilized for community outreach programmes & keep record of those who attended. Report on the status of infrastructure and non-income generating projects in the Ward.

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. Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants 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. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification.

If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to enter into employment contract and sign a performance agreement with the Department.

Applications 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: Mr IPM Moukangwe (013 766 6221) and Mr PP Mokwena (013 766 6225)

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 appointment(s) to these positions.

CLOSING DATE: 22 JULY 2022

