

CHIEF DIRECTORATE: CORPORATE SERVICES

POST : DEPUTY DIRECTOR: SECURITY MANAGEMENT
SALARY : R882 042.00 per annum (inclusive MMS package)
SALARY LEVEL : 12
REF. : DD/SM/COGTA/1
STATION : HEAD OFFICE

Requirements: A Senior Certificate and National Diploma/Degree in Security Management/Policeing). Professional registration with PSIRA Grade A. SSA Security management advisory course. 3-5 years working experience in the field of security. No criminal record or any cases pending against you. A valid driver's license. Knowledge in security organisation and administration. Physical security personnel security, information security and ICT security. Knowledge of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.

Key Performance Areas: Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets. Manage administrative and related functions, and supervise the security functions performed by the security officers/service providers, ensuring adherence to Department security policies. (Top two Candidates will be subjected to Competency Assessment)

POST : DEPUTY DIRECTOR: HR ORGANIZATIONAL STRATEGY & PLANNING
SALARY : R744 255.00 per annum (inclusive MMS package)
SALARY LEVEL : 11
REF. : DD/HR/COGTA/02
STATION : HEAD OFFICE

Requirements: A Senior Certificate and National Diploma/Bachelor Degree/ B-Tech in Human Resource Management or Public Administration, 3-5 years experience in Human Resources Management and/or planning. Experience in public sector. Advantage: Knowledge of PMDS prescripts. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication/interpersonal skills. Accountability and ethical conduct. Excellent report writing skills. Good communication skills.

Key Performance Areas: To manage human resource organizational strategy and planning. Manage the development of human resource strategies. Manage human resource information systems. Monitor and evaluate the implementation of human resource strategies. Manage the provision and allocation of posts. Manage the development of organizational structure and job evaluation services. Facilitate the development of the HR policies and strategy. Manage HR Planning, Performance, development Frameworks, and Organizational Design. (Top two Candidates will be subjected to Competency Assessment)

POST : DEPUTY DIRECTOR: PROGRAMME MANAGEMENT
SALARY : R744 255.00 per annum (inclusive MMS package)
SALARY LEVEL : 11
REF. : DD/PM/COGTA/03
STATION : HEAD OFFICE

Requirements: A Senior Certificate and appropriate Diploma/Bachelor's Degree or Postgraduate in the field of Social Sciences or Public Management/Administration, 3-5 years' experience in Programme and Project Management. Knowledge of Public Policy and Planning Framework. Knowledge of and experience in PGDS and IDPs. Monitoring and Evaluation methods and systems. People and Stakeholder management. Computer Literacy. Good interpersonal relations. Presentation and Facilitation skills. A valid code B Driver's License.

Key Performance Areas: Manage the monitoring and evaluation programme. Monitor and supervise the implementation of the annual operational plan of the Department. Monitor and evaluate Departmental programmes. Ensure alignment of Departmental plans with Municipal IDPs. Prepare and provide monthly, quarterly and annual performance assessment reports to the MEC and Head of Department. Conduct impact assessments on programme management of Chief Directorates. Develop and maintain database of all Departmental Performance Reports. (Top two Candidates will be subjected to Competency Assessment)

POST : DEPUTY DIRECTOR: PROGRAMME MANAGEMENT
SALARY : R744 255.00 per annum (inclusive MMS package)
SALARY LEVEL : 11
REF. : DD/PM/COGTA/03
STATION : HEAD OFFICE

Requirements: A Senior Certificate and National Diploma/Degree in the field of Social Sciences or Public Management/Administration, 3-5 years' experience in Programme and Project Management. Knowledge of Public Policy and Planning Framework. Knowledge of and experience in PGDS and IDPs. Monitoring and Evaluation methods and systems. People and Stakeholder management. Computer Literacy. Good interpersonal relations. Presentation and Facilitation skills. A valid code B Driver's License.

Key Performance Areas: Manage the monitoring and evaluation programme. Monitor and supervise the implementation of the annual operational plan of the Department. Monitor and evaluate Departmental programmes. Ensure alignment of Departmental plans with Municipal IDPs. Prepare and provide monthly, quarterly and annual performance assessment reports to the MEC and Head of Department. Conduct impact assessments on programme management of Chief Directorates. Develop and maintain database of all Departmental Performance Reports. (Top two Candidates will be subjected to Competency Assessment)

POST : LEGAL ADMINISTRATION OFFICER
SALARY LEVEL : R378 590.00 per annum
LEVEL : OSD (MR-5)
REF. : LA/OLS/COGTA/04
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and LLB Degree or equivalent coupled with a minimum of 3 years' experience in the legal environment. Understanding of Public Service policy and legislative framework. Basic understanding South African legislation and in particular, those applicable to the Public Service including but not limited to a thorough knowledge of Administrative Law, Public Finance Management Act (PFMA) and related regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related regulations, Promotion of Access to Information Act (PAIA), Protection of Access to Information Act (POAIA), Protection of Personal Information Act (POPIA) and other related prescripts including the ability to interpret the law, ability to conduct legal research, ability to draft and provide comprehensive and well researched legal opinions and advice; Experience in drafting legislation both primary and subordinate legislation. Ability to analyse and comment on legislation, and the implications thereof. Proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, and Memorandum of Understanding (MOU). Computer literacy, basic good communication skills (written and verbal); Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Innovation, Accuracy and attention to detail; Team player and ability to meet deadlines. Should be willing to work under pressure and regular long hours where required and necessary.

Key Performance Areas: Provide litigation management and related support services, including alternative dispute resolution and act as liaison between the State Attorney and the appointed counsel and prepare litigation reports for submission to relevant forums. Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents and including contract management. Policies, conduct vetting of policies and support the policy drafting and vetting process. Provide well researched legal opinions and advice in complex matters relating to the operations of COGTA. Provide legal and admin support in terms of the PAIA through administering PAIA related processes and assisting the Deputy Information Officer in processing PAIA requests. Advise on all aspects of PAIA and ensure compliance with PAIA.

POST : ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (WEB SERVICES)
SALARY : R477 090.00 per annum
SALARY LEVEL : 10
REF. : AD/WEB/COGTA/05
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/ Degree in Information Technology and A+, N+, MCSM/CSCSE or equivalent qualification with minimum of 3 years experience in Web Server and Database Management experience in the IT environment. ITIL V3 Foundation, Database and Application Frameworks will be an added advantage. Knowledge and experience in IT support services, Web Server Management, Web Master, legislative frameworks, Desktop management, Network support services, HR practice and procedures. Administrative procedures, Information Technology Management processes and procedures. Extensive knowledge of Web Administration, Web Site management, Database Administration and Web Master functions. Must be knowledgeable in the management and monitoring of a Web and Intranet environment. Technical knowledge of transversal systems will be an added advantage. Valid driver's license and be willing to travel. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Key Performance Areas: Manage Web Services, Database Services and Farms for the Province hosted by COGTA both internal and external. Attend to escalated calls. Manage monitor and Implement IT projects. Provide dedicated IT support services for Web based mobile and virtual environments. Management and monitoring of SLAs and MOUs for the Web, database, mobile, video and related solutions in the IT environment.

POST : GRAPHIC DESIGNER
SALARY : R477 090.00 per annum
SALARY LEVEL : 10
REF. : GD/COM/COGTA/06
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/ Degree in Graphic Design or equivalent qualification, 3 years' experience in Graphic Design. A profile of previous publication will be an added advantage. Knowledge of Design Programmes including Adobe InDesign, Adobe Photoshop, Adobe Illustrator, CoreDraw, MS Word, Excel and Power Point.

Key Performance Areas: Handle design and layout of the Internal and external newsletter and other print material key to the Department and Stakeholders including exhibitions. Facilitate the production of the Department's corporate identity material. Provide Communication services for the Department and writing and photographic skills will be an added advantage.

POST : ASSISTANT DIRECTOR: OFFICE OF THE HOD
SALARY : R382 245.00 per annum
SALARY LEVEL : 09
REF. : AD/HOD/COGTA/07
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/ Degree or equivalent qualification plus 3 years relevant experience in administration. Knowledge, skills and competencies required. Excellence communication skills (writing and verbal). Planning and organisational skills. A sense of ownership and management. The ability to maintain confidentiality and retain a professional image at all times. The ability to manage information. The ability to take minutes, keep records and execute a high level function with the office of the HOD. Computer literacy. Sound negotiation skills, report writing skills, conflict resolution skills, leadership and people management skills. The ability to function efficiently and effectively under extreme pressure.

Key performance areas: Manage the Head of Department's (HOD's) diary, Develop to HOD's strategic and operational plan. Co-ordinate secretarial services at the meetings, chaired by the HOD. Handle and co-ordinate the flow of correspondence. Render logistical arrangements. Provide administrative support to the Head of Department, including creating and managing a database of incoming and outgoing documents. Managing a filing and tracking system. Manage a communication and information system.

POST : ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS
SALARY : R477 090.00 per annum
SALARY LEVEL : 10
REF. : AD/EHW/COGTA/08
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/Degree in Humanities. Registration with the SACSSP or with the HPCS3. 3 years' experience within the Employee Health and Wellness (EHW). Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). People management skills. Ability to interpret and apply legislations, policies and strategies. Knowledge in the management of injury on duty. Knowledge of the PILIR and COVID. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills. Report writing. Program design and implementation skills. Good presentation skills. Assessment/diagnostic skills. Problem solving. Project management. Analytical skills. Innovative and quality oriented. Computer Literacy. Knowledge and understanding of relevant legislations and their alignment to the Public Service EHW Strategic Framework. A valid driver's license.

Key Performance Areas: Coordinate the Employee Health and Wellness Programmes in line with the overall Strategy of the Department. Coordinate and provide prevention measures aimed at reducing the rate of HIV/AIDS, TB & STI incidence. Facilitate the provision of treatment, care and support to infected employees. Protect human rights and access to justice. Conduct research, monitoring and regular health surveillance. Ensure management of diseases and chronic illnesses. Conduct awareness on mental health and psychosomatic illnesses. Manage and support capacity building for ill-health. Develop, implement and review the Employee Health and Wellness Programmes Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Provide health and productivity management services. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risks and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide psychotherapeutic counselling and support to employees and their families. Identify, manage and implement life management services or lifestyle development interventions. Oversee the functioning of the sports and other physical and recreational activities. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Program in the Office of the Human Resources Manager. Conduct trend analysis, statistical analysis and impact assessment relating to health and productivity of employees.

POST : ADMINISTRATIVE OFFICER: LEGAL SERVICES
SALARY : R261 372.00 per annum
SALARY LEVEL : 07
REF. : AO/LS/COGTA/09
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma in Public Administration/Management, Office Management or an equivalent qualification. Computer Literacy. Knowledge of legal administrative duties. Basic good communication skills (written and verbal). Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Ability to work under pressure. A valid driver's license.

Key Performance Areas: Render variety of Office Administration. Render Logistical Services to the Directorate. Ensure Drafting and Publication of Compliance Notices. Maintain proper filing systems. Compile monthly reports. Interaction with Stakeholders including the Office of the State Attorney and Private Law Firms. Provide Secretarial duties for Legal Advisory Forum and other Stakeholders meetings

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

POST : DEPUTY DIRECTOR: BOOKKEEPING AND REVENUE
SALARY : R744 255.00 per annum (inclusive MMS package)
SALARY LEVEL : 11
REF. : DD/BR/COGTA/10
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/Degree in Accounting and Auditing or an equivalent qualification, 3-5 years relevant experience in Bookkeeping, Detailed knowledge of PFMA, Treasury Regulations, knowledge and practical working experience of CASEWARE working papers, GRAP and Modified Cash Standards. Extensive computer and presentation skills coupled with the ability to maintain a high level of confidentiality. A valid Driver's License.

Key Performance Areas: Assist with debt and revenue management practices within the Department. Develop, implement and monitor related policies to debt and revenue management. Identify potential revenue sources. Perform revenue collection, banking and keep records. Monitor, collect and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programmes. (Top two Candidates will be subjected to Competency Assessment)

POST : ASSISTANT DIRECTOR: DEMAND AND ACQUISITION (X2 POSTS)
SALARY : R382 245.00 per annum
SALARY LEVEL : 09
REF. : AD/DA/COGTA/11
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/Degree in the field of Water Care/Civil/Chemical Engineering or Project Management coupled with 3 years' experience in water and sanitation infrastructure environment. Exposure in the local government environment on matter of water services and the handling of related infrastructure will be an added advantage. Exposure and skills on Microsoft programmes and any other project management computer programmes that provide the candidate's computer literacy.

Requirements: A Senior Certificate and National Diploma/B.Com. Degree/ in Supply Chain Management or equivalent qualification coupled with 3 years' experience in demand and acquisition management. Computer Literacy. Knowledge of PFMA, SCM practice notes and regulations and other related Government prescripts. A valid driver's license.

Key Performance Areas: Ensure proper management and continuous improvement of effectiveness and efficiency of systems related to demand and acquisition. Provide administrative support to departmental Bid Committees. Ensure optimal utilization of available resources and adherence to proper controls in the processing of transactions. Ensure sound management of staff performance within the unit.

POST : ADMINISTRATIVE OFFICER: LOGISTICS MANAGEMENT
SALARY : R261 372.00 per annum
SALARY LEVEL : 07
REF. : AO/LM/COGTA/12
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma in Supply Chain Management or equivalent qualification, 2 years' functional experience in Logistics Management; LOGIS/ IBA5 certificate. Computer Literacy. A valid Driver's license will be added as an advantage. Extensive knowledge of SCM in Public Sector. Understanding of PFMA, Treasury Regulations.

Key Performance Areas: To render a professional Supply Chain Management services. Render delegated functions on the procurement system, eg capturing and authorisation. Maintain records of all procurement documentation. Attend to general enquiries concerning the procurement system. Ensure the timely issue of vouchers and orders. Ensure compliance with procurement policies and processes. Ensure the implementation of the management of the Supply Chain Management processes concerning Logistics and ensure maintenance of supply management processes in the institutions to contribute to the rendering of a professional Supply Chain Management Service. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on Supply Chain Management issues and statistics.

CHIEF DIRECTORATE: MUNICIPAL SUPPORT

POST : DEPUTY DIRECTOR: WARD COMMITTEES
SALARY : R882 042.00 per annum (inclusive MMS package)
SALARY LEVEL : 12
REF. : DD/WC/COGTA/13
STATION : HEAD OFFICE

Requirements: A Senior Certificate and National Diploma/Degree in Public Management/Administration or equivalent qualification, 3-5 years' experience in Ward Committees. Extensive knowledge and understanding of the Local Government sphere. Extensive knowledge and understanding of Municipal Structures Act, Municipal System Act, Policy on Public Participation and other legislations governing Public Participation. Good verbal and written communication skills. The ability to work under pressure. Computer literacy and a valid driver's license.

Key Performance Areas: Co-ordinate, facilitate and monitor the establishment and functioning of Ward Committees. Facilitate the training of Ward Committee members. Facilitate the siting of and the District Speaker's Forum on a quarterly basis. Liaise with the Speakers' Club on issues of community participation and Ward Committees. Attend Ward Committees and support plan to enhance Municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support. Coordinate quarterly meetings of municipal IGR Practitioners within the province, enhancing the skills of IGR Practitioners and identify areas of collaboration between municipalities and sector departments. Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of resources. Facilitate the development of memorandum of understanding between the spheres of government and sector departments. Ensure effectiveness of Municipal IGR structures. Develop an implementation plan and monitoring tool. Develop methods and systems, people and stakeholder management. Computer literacy. Good interpersonal relations; Analytical skills; Presentation and facilitation skills. Ability to work innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

POST : DEPUTY DIRECTOR: CDW AND PUBLIC PARTICIPATION
SALARY : R882 042.00 per annum (inclusive MMS package)
SALARY LEVEL : 12
REF. : DD/CDW/COGTA/14
STATION : HEAD OFFICE

Requirements: A Senior Certificate and National Diploma/Degree in Public Management or Administration or equivalent qualification, 3-5 years' experience in Community Development. Experience in public participation environment. Knowledge of all relevant Local Government and Public Service Legislations. Competent in conflict management, report writing, project management, people management, financial management, advanced problem solving, public speaking and general management skills. Computer literacy and a valid driver's license.

Key Performance Areas: Manage the operational plans and performance of CDW's and District Coordinators. Advise on possible solutions to community problems. Analyse district reports to identify common trends, problems, etc. Prioritise trends and issues that need to be dealt with and provide recommendations thereon. Develop consolidated district analysis reports, including problems identified and ward-level communication skills and procedures, compilation of management reports, planning and organising, and subject knowledge. Good interpersonal relations; Ability to apply problem solving techniques; Project management skills; Ability to formulate and analyse policy; Analytical thinker; Good verbal exchange of information requiring difficult explanation and tact. Ability to work as part of a team and build the team; Presentation and facilitation skills. A Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

POST : DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS
SALARY : R744 255.00 per annum (inclusive MMS package)
SALARY LEVEL : 11
REF. : DD/IGR/COGTA/15
STATION : HEAD OFFICE

Minimum Requirements: A Senior Certificate and National Diploma/Degree in Public Administration, Law, Arts, Social Sciences or Development Studies or equivalent qualification and 3-5 years' experience in IGR related matters. A proven track record in working with Municipalities including in depth knowledge of IGR Act and local government prescripts. A proven track record of designing, implementing, monitoring and closing of projects; A good understanding of Dispute Resolution and negotiation skills; Computer Skills; Excellent written and verbal communication skills and procedures; compilation of management reports, planning and organising, and subject knowledge. Good interpersonal relations; Ability to apply problem solving techniques; Project management skills; Ability to formulate and analyse policy; Analytical thinker; Good verbal exchange of information requiring difficult explanation and tact. Ability to work as part of a team and build the team; Presentation and facilitation skills. A Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

Key Performance Areas: Drive the Intergovernmental Relations Strategy of the Department and the provincial IGR agenda; Coordinate political and technical IGR structures by contributing to setting the agenda and tracking resolutions; Support municipalities in implementing the IGR strategies; Monitor and support the functionality of Districts IGR Forums; Develop and support plan to enhance Municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support; Coordinate quarterly meetings of municipal IGR Practitioners within the province, enhancing the skills of IGR Practitioners and identify areas of collaboration between municipalities and sector departments. Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of resources; Facilitate the development of memorandum of understanding between the spheres of government and sector departments; Ensure effectiveness of Municipal IGR structures; Develop an implementation plan and monitoring tool; Develop methods and systems, people and stakeholder management. Computer literacy. Good interpersonal relations; Analytical skills; Presentation and facilitation skills. Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

Minimum Requirements: A Senior Certificate and National Diploma/Degree in Public Administration, Law, Arts, Social Sciences or Development Studies or equivalent qualification and 3-5 years' experience in IGR related matters. A proven track record in working with Municipalities including in depth knowledge of IGR Act and local government prescripts. A proven track record of designing, implementing, monitoring and closing of projects; Computer Skills; Excellent written and verbal communication skills; knowledge of reporting, management reports, planning and organising, and subject knowledge. Good interpersonal relations; Ability to apply problem solving techniques; Project management skills; Ability to formulate and analyse policy; Analytical thinker; Good verbal exchange of information requiring difficult explanation and tact. Ability to work as part of a team and build the team; Presentation and facilitation skills. Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

Key Performance Areas: Drive the Intergovernmental Relations Strategy of the Department and the provincial IGR agenda; Coordinate political and technical IGR structures by contributing to setting the agenda and tracking resolutions; Support municipalities in implementing the IGR strategies; Monitor and support the functionality of Districts IGR Forums; Develop and support plan to enhance Municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support; Coordinate quarterly meetings of municipal IGR Practitioners to assist Municipalities in sharing best practice, enhancing the skills of IGR Practitioners and identify areas of collaboration between municipalities and sector departments. Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of resources; Facilitate the development of memorandum of understanding between the spheres of government and sector departments; Align and ensure effectiveness of Municipal IGR structures; Develop an implementation plan and monitoring tool; Develop methods and systems, people and stakeholder management. Computer literacy. Good interpersonal relations; Analytical skills; Presentation and facilitation skills. Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

Key Performance Areas: Drive the Intergovernmental Relations Strategy of the Department and the provincial IGR agenda; Coordinate political and technical IGR structures by contributing to setting the agenda and tracking resolutions; Support municipalities in implementing the IGR strategies; Monitor and support the functionality of Districts IGR Forums; Develop and support plan to enhance Municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support; Coordinate quarterly meetings of municipal IGR Practitioners to assist Municipalities in sharing best practice, enhancing the skills of IGR Practitioners and identify areas of collaboration between municipalities and sector departments. Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of resources; Facilitate the development of memorandum of understanding between the spheres of government and sector departments; Align and ensure effectiveness of Municipal IGR structures; Develop an implementation plan and monitoring tool; Develop methods and systems, people and stakeholder management. Computer literacy. Good interpersonal relations; Analytical skills; Presentation and facilitation skills. Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and outstanding. A valid driver's license is essential.

POST : DEPUTY DIRECTOR: MONITORING AND EVALUATION
SALARY : R882 042.00 per annum (inclusive MMS package)
SALARY LEVEL : 12
REF. : DD/ME/COGTA/17
STATION : HEAD OFFICE

Minimum Requirement: A Senior Certificate and National Diploma/ Degree in Public Administration/ Social Sciences, Project Management or equivalent qualifications, 3-5 years' experience in Monitoring of Project Management and Performance Evaluation in a local government environment. Knowledge of the Public Policy and Framework for managing programme and performance information. Knowledge of the Public Policy and Framework for managing programme and performance information. Experience in planning, design and implementation of monitoring and evaluation information analysis and ability to present performance information reports to relevant stakeholders. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Policy Development and implementation. Knowledge of Project Management, Monitoring and Evaluation information analysis and ability to present performance information reports to relevant stakeholders. 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