

- REQUIREMENTS** : A National Senior Certificate and an undergraduate qualification in Political Science/ Public Administration/ Management or equivalent qualification (NQF 7 as recognised by SAQA). A minimum of 5 years' experience at middle/ senior managerial level in IGR Secretariat and Cabinet Support environment. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Added Advantage: Exceptional writing skills. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Intergovernmental Relation System, public service and departmental prescripts/ policies/ ministerial handbook, political landscape of government, three spheres of government, the government priorities of South Africa, high level of ethical conduct.
- DUTIES** : The successful candidate will perform the following duties: Manage and facilitate the establishment of relevant IGR structures as stipulated in Chapter 2 of the IGRFA. Oversee the development of procedures and processes for Intergovernmental Relations Structures based on the principles of the IGRFA. Oversee the provision of secretariat services to intergovernmental relations forums such as PCC, MINMEC, IMC, ICDM, JEXCO and technical meetings. Direct and manage the recording of resolutions, follow-ups and report on the implementation of IGR forums decision matrix. Provide cluster and cabinet support to the Director-General and Minister.
- ENQUIRIES** : Mr X Xundu Tel No: (012) 334 0643  
For application enquiries contact: To the T Recruitment at 067 391 7387
- APPLICATIONS** : Applications must be submitted electronically via email to: [dcog9@tttrecruitment.co.za](mailto:dcog9@tttrecruitment.co.za)

#### **OTHER POSTS**

- POST 04/11** : **DEPUTY DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING**  
**REF NO: DDSUDP004**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11)  
: Pretoria
- REQUIREMENTS** : A National Senior Certificate and a Bachelor's Degree in Urban/ Town and Regional Planning/ Development Planning or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license. Intensive travelling. Added Advantage: Registration with SACPLAN as a Technical/ Professional Town Planner will be an added advantage. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning e.g. land use analysis and planning etc. Smart city design and small towns regeneration or refurbishment strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage municipal spatial planning tools to guide strategic integrated development. Manage the implementation of the Small-Town Regeneration Strategy. Manage the implementation of the Smart Cities Framework (SCF) in municipalities through the development and implementation of smart city initiatives. Manage the development of Town Planning and GIS capacity strategy for the enhancement of planning skills in the municipalities. Manage the facilitation of land use management queries in the department.
- ENQUIRIES** : Ms A Ngwenya at 079 891 7991  
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103
- APPLICATIONS** : Applications must be submitted electronically via email to: [response3@multilead.co.za](mailto:response3@multilead.co.za)