

POST 04/12 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: ADLGOS005**

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Local Government / Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. 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: Knowledge and understanding of Local Government legislation, such as the Municipal Systems and Structures Act. Local Government Structures and Systems, especially in the KZN province. Project coordination skills. Stakeholder engagement. Project/ programme management in the Built environment. Project/ programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Coordinate and support the municipal support implementation plans processes across the spheres of government. Monitor and report on municipal governance, institutional capacity and compliance with legislation and regulations. Support and monitor initiated provincial and municipal interventions. Coordinate departmental projects e.g. Imbizo oversight visits, complaints, Ministerial/ DG outreach programmes.

ENQUIRIES : Mr S Maripane at 060 983 6796
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103

APPLICATIONS : Applications must be submitted electronically via email to: response4@multilead.co.za

POST 04/13 : **SENIOR ADMIN OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: SAO-ODG-02**

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in Office Management. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Reliability, Verbal and written Communication, Teamwork. Technical Competencies: In- depth knowledge of: Office Management, Advanced computer proficiency, Coordination and Consolidation of documents, Organising.

DUTIES : The successful candidate will perform the following duties: Coordinate the electronic diary of the Director-General including the scheduling of meeting (daily, weekly, monthly) compilation of the Director-General diary. Co-ordinate all the correspondence in the office of the Director-General, Office of the Minister, Sector Departments, Spheres of Government, the department and external clients. Provide administrative support in relation to travelling bookings, claims and transport etc. Render support services in developing and maintaining the document management system to ensure proper workflow in the Director-General's office. Provide secretariat services to Director-General meetings.

ENQUIRIES : Ms M Bakhane Tel No: (012) 334 0628/0629

For application enquiries contact: To the T Recruitment at 067 391 7387

APPLICATIONS : Applications must be submitted electronically via email to: dcog10@tttrecruitment.co.za