



KWAZULU-NATAL PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

Deputy Director- Intergovernmental Relations (IGR)

Salary: R 744 255 P.A.

(Ref No KZN PT 22/16)

PURPOSE: To provide inter-governmental relations support services in terms of legislative mandates

REQUIREMENTS: A 3 year NQF Level 6 qualification in Public Administration/Political Science/Social Science/Development Studies or related field. A minimum of 3 years' junior management experience in Public Administration or a Public sector management/ inter-governmental relations environment. A valid driver's license.

KEY PERFORMANCE AREAS: Coordinate the department's participation in structures and institution to promote inter-governmental relations (IGR). Monitor compliance with the resolutions of cooperative structures i.e. MinMEC, HoD's and Treasury in Cabinet and Cabinet Clusters. Coordinate and maintain the relationships of various stakeholders within IGR fora. Provide guidance and advice on international engagement in line with existing protocols. Develop, implement and review strategies, policies, procedure manuals, guidelines and provide advice and guidance.

COMPETENCIES, KNOWLEDGE AND SKILLS: Extensive knowledge of Public Sector, including Local Government and Procedures, Constitution of the Republic of South Africa 1996, Public Finance Management Act and Treasury Regulations, Municipality Finance Management Act, KwaZulu-Natal Internal Audit Act, KwaZulu Natal, Procurement Act and Regulations, KwaZulu Natal Direct Charges Act, Income Tax Act, Banking, Provincial Borrowing Powers Act, Division of the Revenues Act, Adjustment Appropriation Act, Public Service Act & Public Service Regulations, Intergovernmental Relations Framework Act, Protocol Manual of South Africa, Labour relations Act, Employment Equity Act, National Development plan, Protocol Manual of South Africa, Provincial Growth and Development Plan, Community development, Social Facilitation. Strategic capability and leadership, Programme and Project Management, Organising, Problem solving and analytical, Research, Computer literacy, Time management, Decision making, Inter-personal relations, Financial Management, Change Management. Policy analysis and development, diplomacy, conflict management, strategic planning and presentation.

Enquiries: Ms R Smith-Petersen (033) 897 4556

closing date: 10 June 2022

Targeted: African females, African males and people with disabilities who meet the requirements.

Successful candidates will be subjected to security screening prior to employment

The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed.

Applicants with foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof.

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

The new Z83 application form for applying for employment became effective from the 1st of January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae.

Applicants are requested to provide Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and copies of ID and driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions. This information is requested to support the applicant's CV and therefore failure to provide these may lead to an applicant being disqualified.

Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from human resources.

Where an applicant has lost a certificate. ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. Applicants who apply via email will be requested to submit their original documents and originally certified documents before the interview.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome

Applications. Quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 for the attention of Ms. S Ngema.