



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

**BUSINESS UNIT: CORPORATE SERVICES
DIRECTORATE: CORPORATE COMMUNICATIONS**

**POST TITLE: DEPUTY MANAGER: OUTREACH PROGRAMMES
SALARY: R532 278 PER ANNUM (All Inclusive Middle Management Service Package)
CENTRE: PIETERMARITZBURG
REFERENCE: 3/2015 (CC)**

REQUIREMENTS:

The ideal candidate must be in possession of appropriate Bachelor Degree or National Diploma in Communication / Public Relations / Journalism. 3 years' experience in the field of communication, Public Relations and Journalism.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • advance knowledge of Communication and Public Relations • knowledge of campaign planning and implementation • knowledge of generic management processes • knowledge of Public Service Acts and Policies • knowledge of Constitution, Communication Policy and Event Management • knowledge of public relations, journalism and external communication • proficiency in languages and communication campaigns • desktop publishing and graphic design skills • problem solving and presentation skills • performance, financial and project management skills • leadership and strategic communication skills • decision making and time management skills • listening and language proficiency (English/zulu) skills • good communication skills (written, verbal and editing) • computer literacy in MS Office • in possession of a valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage communication outreach and research programme with the following responsibilities: • render a communication research, implementation and corporate strategy • ensure monitoring and evaluation of campaigns and strategies • co-ordinate the department's outreach programmes • prepare and manage the exhibitions of the Department • manage corporate events • manage the staff and budget of the Sub-Directorate.

ENQUIRIES: MRL. MABASO TELEPHONE: 033-264 5500

**BUSINESS UNIT: TRADITIONAL GOVERNANCE AND FINANCE
DIRECTORATE: TRADITIONAL GOVERNANCE**

**POST TITLE: DEPUTY MANAGER: ANTHROPOLOGY
SALARY: R532 278 PER ANNUM (All Inclusive Middle Management Service Package)
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2015 (TG)**

REQUIREMENTS:

The ideal candidate must be in possession of appropriate Bachelor Degree or National Diploma in Anthropology/Sociology. 3-5 years junior management experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • understanding and interpretation of relevant legislations • understanding of Traditional Leadership and institutional matters • sound working knowledge of the PFMA • knowledge of IsiZulu, Zulu culture and customs • ability to analyse policies and apply correctly • comprehensive report writing and communication in vernacular • presentation and financial management skills • project management, control and research methodology skills • good communication skills (written and verbal) • computer literacy in MS Office • in possession of a valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide genealogical services in the recognition of traditional leadership with the following responsibilities: • manage research on genealogical processes for the recognition of Amakhosi and Amabambabukhosi • ensure that research is undertaken on customs and traditional rituals of various clans • provide support during recognition and installation of Amakhosi and Amabambabukhosi • provide advice and guidance to Amakhosi • Manage the resources of the Sub-Directorate.

**POST TITLE: ASSISTANT MANAGER: TRADITIONAL INSTITUTIONAL SUPPORT (3 POSTS)
SALARY: R270 804 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2015 (TG)**

REQUIREMENTS:

The ideal candidate must be in possession of appropriate Bachelor Degree or National Diploma. 3-5 years of administrative experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • understanding and interpretation of relevant legislations • understanding of Traditional Leadership and institutional matters • sound working knowledge of the PFMA • ability to analyse policies and apply correctly • comprehensive report writing skills • presentation and financial management skills • project management and control • good communication skills (written and verbal) • computer literacy in MS Office • in possession of a valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide support in the institutional governance compliance with the following responsibilities: • provide assistance in the establishment and maintenance of strategies of Traditional institutions • provide support in the establishment and recognition of traditional institutions • provide assistance in the resolution of disputes and claims • provide support in the management of the code of conduct of traditional institutions • manage the resources of the Sub-Directorate.

ENQUIRIES: MR P GUMA TELEPHONE: 033 897 5624

NOTE TO APPLICANTS:

Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

APPLICATIONS TO BE POSTED TO: The General Manager, Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: 330 Langalibalele Street, Pietermaritzburg for the attention of Ms NB Mthembu, Closing date: 8 June 2015 (Applications received after this date will not be accepted).

NOTE: Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted.

Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿