

INTERNAL COMMUNICATION

Colleagues, kindly note that there is a vacancy of Deputy Director: Policy Coordinator available in the Office of the CDC: Human Resources at National Head Office.

NB: *The position below is advertised internally, under the Public Service Act.*

Applications: All interested DCS members must forward their CV's; including certified/uncertified copies of their qualifications to: NationalOfficeHRM@dcs.gov.za

Closing date: 17 September 2020 @ 15H45

Note: *Applications must be accompanied by a Z83 form/internal application form, certified/uncertified copies of ID, qualifications and CV. Faxed application forms will not be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.*

APPOINTMENT UNDER THE PUBLIC SERVICE ACT

Post : Deputy Director: Policy Coordination
Branch : CDC Human Resources
Salary Level : 11 (R733 257 all-inclusive package)
Centre : National Head Office

Requirements: Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination. Communication. Project and programme management. Change Management. Client Orientation and Customer focus. Problem solving and analysis. Service Delivery Innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.

Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner's office. Research and benchmark on issues pertaining to strategic management. Management of human resources, finance and assets.

NB: All interested applicants within the department, who comply with the minimum set requirements of this specific post, irrespective of race/gender may apply.

Contact persons: Mr TN Mokotjo 012 307 2907/Mr Y Naidoo 012 307 2079/Ms TP Baloyi or Ms NS Khumalo 012 305 8589.



