



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

Ref : S 4/1
Enq : Ramagoshi PR
Tel No : (015) 294 2225
Date : 29 August 2022

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 24 OF 2022

ADVERTISEMENT OF POSTS: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender, and disability. Women and people with disabilities are encouraged to apply.

1. Applications are hereby invited for the filling of vacant post(s), which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on the new Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae **ONLY** (Certified copies of ID, matric certificate, drivers' license, and qualifications will be requested from shortlisted candidates). **Faxed or e-mailed applications will not be considered.** Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants.

Note: The contents of this Circular are also available on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

3. Applications should be submitted to: The Acting Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).

All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Ms. Mokhomole Makgano at (015) 294 2270 or Mr. Monkoe Mphodi at (015) 294 2223.

CLOSING DATE: 16 SEPTEMBER 2022

If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.

ACTING HEAD OF DEPARTMENT

28 Market Street, POLOKWANE, 0700. Private Bag X9485, POLOKWANE 0700
Tel: (015) 294 2225/2270/2223

The heartland of southern Africa – development is about people!



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS

The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

- 1. POST NAME** : **CHIEF FINANCIAL OFFICER**
SALARY LEVEL : **15**
SALARY : **R 1 544 415.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CFO**
REFERENCE NUMBER : **CoGHSTA 02/22**
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF8) in Financial Management/ Accounting as recognized by SAQA. Registration as a Chartered Accountant (South Africa) will be an added advantage.
- EXPERIENCE** : At least 8-10 years of experience at a senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting, Reporting, Asset Management, Internal Control and Supply Chain Management; A valid driver's license (with exception of disabled applicants).
- KEY COMPETENCIES** : **Knowledge of:** Extensive Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government; procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage; Proven strategic and leadership capabilities; Ability to establish good working relations with key stakeholders such as the Provincial & National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level. **Skills in:** Good negotiation skills; Good communication (written and verbal); Client orientation and customer focus, honesty and integrity; problem solving, and analytic skills are key to this post.
- KEY RESPONSIBILITIES** : Financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to

43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with Provincial and National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g. executive authority. Ensure that proper grant management in terms of program management in DORA.

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2225**

2. POST NAME : **CHIEF DIRECTOR: DEMOCRATIC GOVERNANCE, DISASTER MANAGEMENT AND COMMUNITY DEVELOPMENT PROGRAMME (Re-advertisement, candidates who applied previously are encouraged to re-apply)**

SALARY LEVEL : **14**

SALARY : **R 1 269 951.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 03/22**

REQUIREMENTS : **An undergraduate degree (NQF level 7) in Development Studies/ Public Administration. Possession of a Post graduate degree will be an added advantage.**

EXPERIENCE : **5 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants).**

KEY COMPETENCIES : **Knowledge of: Sound and in-depth knowledge of relevant prescripts application of the legislative framework governing the public service e.g., Public Service Act, Labour; Relation Act, PFMA, etc. Skills in: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation, customer focus and Communication.**

KEY RESPONSIBILITIES : Provide support to municipalities on public participation and facilitate elections and intergovernmental relations. Ensure the implementation of Community Development Programmes; Provide support and monitor Municipalities to respond to community concerns. Manage Provincial Disaster management services; Manage resources (financial, human, and physical).

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2225**

3. POST NAME : **DIRECTOR: DISASTER MANAGEMENT & EMERGENCY SERVICES**

SALARY LEVEL : **13**

SALARY : **R 1 073 187.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 04/22**

REQUIREMENTS : An Undergraduate Qualification (NQF Level 7) in Disaster Management as recognized by SAQA or related qualification

EXPERIENCE : 5 Years of Experience at a middle/senior managerial level and Valid driver's license

KEY COMPETENCIES: **Knowledge of:** Sound and in-depth knowledge of relevant prescripts (Disaster Management Act, etc.), application of the legislative framework governing the Public Service e.g: Development & Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBC Act), Housing Act no. 107 of 1997, etc. **Skills in:** Policy Formulation; Research; Computer utilization; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus Communication.

KEY RESPONSIBILITIES : Manage Disaster Risk Assessment and Reduction; Manage Institutional Capacity for Disaster Risk Management; Manage Disaster Response and Recovery; Manage and Coordinate Emergency Services; Manage Resources (Financial, Human and Physical)

ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270**

4. POST NAME : **CHIEF CONSTRUCTION PROJECT MANAGER MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME (Re-advertisement, candidates who applied previously are encouraged to re-apply)**

SALARY LEVEL : **OSD**

SALARY : **R 1 058 469.00 (All-inclusive salary package)**

CENTRE : **CAPRICORN**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 05/22**

REQUIREMENTS : An undergraduate degree (NQF level 6) in Built Environment/Engineering or related qualification.

Minimum 6 years relevant experience as a registered Professional Construction Project Manager with the SACPCMP & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of** Knowledge of project and financial management skills, conflict resolution, computer literacy, Ms Project; presentation and engineering applications. **Skills in:** Project management; Computer skill, Presentation skills; People management skills; Time Management; Communication, both formal and informal; Analytical thinker; Asset management

KEY RESPONSIBILITIES : Provide support to municipalities in relation to the implementation of Free Basic Services (FBS) programmes; Municipal Infrastructure Grant (MIG) and other service delivery programmes; Support and monitoring implementation of indigent policies and compilation of indigent register; Monitor and support asset management in municipalities;

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223**

5. POST NAME : **DEPUTY DIRECTOR: RESPONSE AND RECOVERY**
(Re-advertisement, candidates who applied previously are encouraged to re-apply)

SALARY LEVEL : 12
SALARY : R 882 042.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : COOPERATIVE GOVERNANCE
REFERENCE NUMBER : CoGHSTA 06/22

REQUIREMENTS : An undergraduate degree (NQF level 6) in Disaster Management Or related qualification.

Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; public service act. Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts computer literacy; Dynamics, culture and language of the target community **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill; Report writing skills

KEY RESPONSIBILITIES : Coordinate the implementation of a uniform approach for the dissemination of early warning; Manage assessment, classification and declaration of disasters; Manage the implementation of emergency relief, reconstruction and rehabilitation in an integrated and developmental manner. Manage the establishment of standardized and regulated relief measures.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223**

6. POST NAME : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING** (Re-advertisement, candidates who applied previously are encouraged to re-apply)

SALARY LEVEL : 12
SALARY : R 882 042.00 (All-inclusive salary package)
CENTRE : VHEMBE
BRANCH : COOPERATIVE GOVERNANCE
REFERENCE NUMBER : CoGHSTA 07/22

REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification.

 Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

KEY RESPONSIBILITIES : Coordinate and consolidate reports on the state of municipalities, Back to Basics and any other programme; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Support municipalities with the implementation of the individual PMS; Coordinate and facilitate interventions in accordance with the Constitution of RSA, MSA and MFMA; Support and monitor municipalities on audit of predetermined objectives.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223**

7. POST NAME : **DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT SERVICES (5 Posts) (Re-advertisement, candidates who applied previously are encouraged to re-apply)**

SALARY LEVEL : 12
SALARY : R 882 042.00 (All-inclusive salary package)
CENTRE : VHEMBE, MOPANI, SEKHUKHUNE, CAPRICORN, WATERBERG
BRANCH : TRADITIONAL AFFAIRS
REFERENCE NUMBER : CoGHSTA 08/22

REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Public Management/Administration or related qualification.

 Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulation Initiations School Circumcision Act 5 of 1996 and its regulations Limpopo House of Traditional Leaders PFMA, etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

KEY RESPONSIBILITIES : Overall management of the traditional affairs district office; Provide administrative support to the traditional councils, Support and monitor traditional council finances; Manage the provisioning of infrastructure and tools of trade to traditional councils; Support and monitor all programmes related to the traditional councils, including initiation schools; capacity building, etc.
Ms. Mokhomole Makgano (015) 294 2270

ENQUIRIES :

8. POST NAME : **DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT & REDUCTION**

SALARY LEVEL : 12

SALARY : R 882 042.00 (All-inclusive salary package)

CENTRE : POLOKWANE

BRANCH : COOPERATIVE GOVERNANCE

REFERENCE NUMBER : CoGHSTA 09/22

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Disaster Management or Equivalent and Valid driver's license with exception for people with disability.

EXPERIENCE : Relevant experience of approximately 3 to 5 years in Disaster Management

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target Community; Disaster Management Act; National disaster Management Framework etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill; Presentation skills; People management skills; Financial management skills.

KEY RESPONSIBILITIES : Manage that risk assessment is conducted; manage the development of integrated disaster risk management plans; manage the development and implementation of disaster risk reduction seasonal programmes; manage the development and implementation of contingency plans for national and provincial events.
Ms. Mokhomole Makgano (015) 294 2270

ENQUIRIES :

9. POST NAME : **DEPUTY DIRECTOR: DISASTER FIRE SERVICES**

SALARY LEVEL : 12

SALARY : R 882 042.00 (All-inclusive salary package)

CENTRE : POLOKWANE

BRANCH : COOPERATIVE GOVERNANCE

REFERENCE NUMBER : CoGHSTA 10/22

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Fire Services and Technology/ Operations and Safety Management and A level 3 first aid certificate or registration with the HPCSA. Valid driver's license with exception for people with disability.

EXPERIENCE : Relevant experience of approximately 3 to 5 years in Fire Services

KEY COMPETENCIES : **Knowledge of:** Extensive knowledge and understanding of regulatory framework for public services, and local governance; Risk management; Project management; Computer literacy; Investigation techniques etc. **Skills in:** Investigations skill; Organizational skills; Negotiation skills; Presentation/Facilitation skills; Good Report Writing; Time management; creative/innovative; Analytical Thinking skills; strong organizational and leadership abilities; The ability to communicate at all levels, both verbally and in writing as well as to external clients.

KEY RESPONSIBILITIES : Manage fire brigade services; Coordinate firefighting emergency plans; Monitor the development and implementation of key fire safety programs and fire services capacity buildings; Monitor the development and the implementation of compliance mechanism, policies, strategies and frameworks for the fire services.

ENQUIRIES : **Ms. Matlopela Terry (015) 294 2224**

10. POST NAME : **DEPUTY DIRECTOR: BUDGET PLANNING AND IMPLEMENTATION**

SALARY LEVEL : **11**

SALARY : **R 744 255.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **FINANCIAL MANAGEMENT SERVICES**

REFERENCE NUMBER : **CoGHSTA 11/22**

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/Accounting/ Cost and Management Accounting.

EXPERIENCE : 3 years' Experience in Financial Administration.

KEY COMPETENCIES : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act; PFMA; PFMA; National Treasury Regulation; Financial Reporting Standards. etc. **Skills in:** Negotiation skills.; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems.

KEY RESPONSIBILITIES : Manage budget planning; Manage budget implementation

ENQUIRIES : **Ms. Matlopela Terry (015) 294 2224**

11. POST : **ASSISTANT DIRECTOR: FIRE SERVICES**

SALARY LEVEL : **10**

SALARY : **R 477 090.00 per annum**

CENTRE : **POLOKWANE**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 12/22**

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Fire Services and Technology/ Operations and Safety

		Management and a level 3 first aid certificate or registration with the HPCSA and a valid driver's license with exception for people with disability.
EXPERIENCE	:	Relevant experience of approximately 3 – 5 years in Fire Services.
KEY COMPETENCIES	:	Knowledge of: Sound and in-depth knowledge of relevant prescripts; Application of the legislative framework on Fire Brigade Services Act, Act No 99 of 1987; SANS Code; Local Government environment. Skills in: Research; communication; report writing and computer literacy.
KEY RESPONSIBILITIES	:	Facilitate and support fire brigade services; Facilitate the implementation of key fire safety programs; Facilitate firefighting emergency plans; Facilitate the implementation of compliance mechanism on fire services; Coordinate the activities of fire services stakeholders support; Facilitate and support intergovernmental structures set up to coordinate the activities of fire services stakeholders in implementing fire services and related legislation, policy and frameworks. Ms. Monyela Hlokammoni (015) 294 2073
ENQUIRIES	:	
12. POST	:	ASSISTANT DIRECTOR: BUDGET PLANNING & IMPLEMENTATION SERVICES (2 POSTS)
SALARY LEVEL	:	09
SALARY	:	R 382 247.00 per annum.
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 13/22
REQUIREMENTS	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/Accounting/ Cost and Management Accounting.
EXPERIENCE	:	3 years' Experience in Financial Administration.
KEY COMPETENCIES	:	Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act; PFMA; PFMA; National Treasury Regulation; Financial Reporting Standards. etc. Skills in: Negotiation skills.; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems.
KEY RESPONSIBILITIES	:	Facilitate budget planning; Facilitate budget implementation
ENQUIRIES	:	Ms. Monyela Hlokammoni (015) 294 2073
13. POST	:	ASSISTANT DIRECTOR: CREDITORS SERVICES
SALARY LEVEL	:	09
SALARY	:	R 382 247.00 per annum.
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES

REFERENCE NUMBER : **CoGHSTA 14/22**

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial management /B Com Accounting. Valid driver's license with exception for people with disability.

EXPERIENCE : Relevant experience of approximately 3 to 5 years Financial Administration.

KEY COMPETENCIES : **Knowledge of:** BAS; PFMA; PPPFA; Treasury Regulations; Batho Pele principles; Dora; Public Service Act; computer literacy and delegation of authority. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

KEY RESPONSIBILITIES : Oversee the process of Orders and Creditors payments; Reconcile transaction of payment voucher; Recall Creditors payment; Maintain misallocation on BAS System; Manage unresolved queries.

ENQUIRIES : **Ms. Mphati Mokgadi (015) 294 2068**

14. POST NAME : **HOUSING SUBSIDY SYSTEMS ANALYST**

SALARY LEVEL : **08**

SALARY : **R 321 543.00 per annum.**

CENTRE : **POLOKWANE**

BRANCH : **ISHS**

REFERENCE NUMBER : **CoGHSTA 15/22**

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA in IT.

EXPERIENCE : 2-3 years' experience.

KEY COMPETENCIES : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA.e.t.c. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal, HSS Claims Management, Beneficiary and Contract Management.

KEY RESPONSIBILITIES : Monitor the effective running of the Housing Subsidy System; Ensure efficient inert face of the Housing Subsidy System and Housing Subsidy System Portal; Updating the system with information on the approved contracts; Co-ordinate the normalization of housing beneficiaries; Capacitate municipalities and service providers on the usage of the housing subsidy portal; Reconcile HSS and BAS System, Run queries from Microsoft access and tables, to insure integrity of the information on HSS. Update Work In progress. Creation of HSS users. Able to respond to Audit quires relating to HSS system.

ENQUIRIES : **Ms. Mphati Mokgadi (015) 294 2068**

15. POST NAME : LOCAL COORDINATOR: COMMUNITY DEVELOPMENT PROGRAMME. (3 POSTS)

SALARY LEVEL : 08

SALARY : R 321 543.00 per annum.

CENTRE : GIYANI MUNICIPALITY, ELLIAS MOTSWALEDI LOCAL MUNICIPALITY AND MUSINA LOCAL MUNICIPALITY

BRANCH : COORPORATIVE GOVERNANCE

REFERENCE NUMBER : CoGHSTA 16/22

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA / National Certificate in Community Development.

EXPERIENCE : 3 years' experience as community development worker.

KEY COMPETENCIES : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills in:** Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

KEY RESPONSIBILITIES : Supervise, identification, facilitation and implementation of integrated development interventions; Supervise and guide community development workers to enhance their performance on community; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development workers to ensure efficient and effective support service.
Ms. Masha Raesibe (015) 294 2068

ENQUIRIES :

16. POST NAME : COMMUNITY DEVELOPMENT WORKER

SALARY LEVEL : 06

SALARY : R 211 713.00 per annum.

CENTRE : MUSINA LOCAL MUNICIPALITY

BRANCH : COORPORATIVE GOVERNANCE

REFERENCE NUMBER : CoGHSTA 17/21

REQUIREMENTS : Grade 12 or Equivalent

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.

KEY RESPONSIBILITIES : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs to the relevant government structures; Promote networks and enhance the

ENQUIRIES

activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Conduct ward profiling.

Ms. Masha Raesibe (015) 294 2068

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.

Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae **ONLY** (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates). The specific reference number for the post must be quoted.

Candidates who apply for SMS positions will be required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

"All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools."

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).

Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

Failure to comply with the requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000

Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) Registry Office (First floor).

Short-listed candidates for the above post will be subjected to a Security clearance and verification of qualifications.

All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Ms. Mokhomole Makgano at (015) 294 2270 or Mr. Monkoe Mphodi at (015) 294 2223.

NB: Faxed or e-mailed applications will not be considered

Note: This advert will be posted on the following websites: www.limpopo.gov.za / www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

CLOSING DATE: 16th SEPTEMBER 2022.