



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Ref : S 4/1
Enq : Mahlangu VM
Tel No : (015) 294 2046
Date : 12 January 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
DEPARTMENTAL CIRCULAR NO 01 OF 2015

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 posts, 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 form Z83 obtainable from all Public Service Departments, accompanied by certified copies of educational qualifications, Identity document and detailed/comprehensive C.V. **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 is also available in the following media: Sunday World (11 January 2015), Sowetan (13 January 2015) and they will also be posted on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

3. 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** Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).

All General enquiries should be directed to Mahlangu Violet at (015) 294 2046, Mphodi Monkoe at (015) 294 2223 and Makgano Mokhomole (015) 294 2286.

CLOSING DATE: 29 January 2015

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



HEAD OF DEPARTMENT

28 Market Street, POLOKWANE, 0700. Private Bag X9485, POLOKWANE 0700
Tel: (015) 294 2223, Fax: 086 663 0443

The heartland of southern Africa – development is about people!



LIMPOPO
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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 positions as they appear below.

1. POST	:	EXECUTIVE ASSISTANT TO THE MEC
SALARY LEVEL	:	13
SALARY	:	R 819 126.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	MEC SUPPORT
REFERENCE NUMBER	:	CoGHSTA 53/14
REQUIREMENTS	:	Appropriate recognized Bachelor's degree or equivalent(NQF 7). Minimum of 3 years' experience or more in political / parliamentary process in South Africa. A valid driver's license.
KEY COMPETENCIES	:	Knowledge of: * Understanding of the functional areas covered by the Executing Authority portfolio* Sound and in depth knowledge of relevant prescripts*Understanding of relevant communication of information legislation*Application of the legislative framework governing the public service e.g. Public Service Act*Understanding of the Public Service environment Project Management*Financial Management*Planning and Organization*Applicable legislations*Service Delivery Improvement*Procurement Policies. Skills: Negotiation skills Presentation/facilitation skills*Report writing*Time management Communication, both formal and informal*Creative/innovative Analytical thinking skills*Policy development*People Management*Strategic and conceptual orientation*People Management*Proven Management Skills*Computer Literacy
KEY RESPONSIBILITIES	:	Ensure that administrative support is rendered to the Executing Authority*Ensure that the required administrative functions are performed within the office of the Executive Authority*Assist the executing authority with his/her constituency work*Assist the Executing Authority with his/her constituency work*Manage the Office of the Executing Authority*Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES	:	Monkoe Mphodi (015) 294 2223

2. POST NAME : **SENIOR MANAGER: ANTHROPOLOGICAL AND INSTITUTIONAL SERVICES**
SALARY LEVEL : **13**
SALARY : **R 819 126.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **COGHSTA 54/14**

REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent (NQF 7) and a valid driver's license. Minimum of 3 years relevant experience at management level

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, etc. **Skills:** * Negotiation skills*language skills and ability to communicate well with people at different levels and from different backgrounds* People management skill*Good telephone etiquette*Time management *Good interpersonal skill; *Sound organizational skill*High level of reliability.

KEY RESPONSIBILITIES : *Manage the rendering of anthropological support to the institutions of Traditional Leadership *Render financial management support to Traditional Council*Ensure good standards and compliance with prescripts governing initiation school*Manage the formulation and implementation of programmes, policies and laws affecting traditional leadership and institutions*Formulate and manage the component's budget against its strategic objectives.

ENQUIRIES : **Ms Mokhomole Makgano (015 294 2286)**

3. POST : **SENIOR MANAGER: LOGISTICS**
SALARY LEVEL : **13**
SALARY : **R 819 126.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **CFO**
REFERENCE NUMBER : **CoGHSTA 55/14**

REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent (NQF 7) and a valid driver's license. Minimum of 3 years relevant experience at management level

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, Procurement legislations, Logistics Management, PFMA, etc. **Skills:** Negotiation skills; *Presentation skills; *People management Skills; *Financial Management; *Time management; *Communication, both formal, and informal.

KEY RESPONSIBILITIES : *Provide strategic direction on the development of supply chain policies; *Manage logistics services; *Manage asset services; *Manage fleet services; *Manage facilities and office services; *Manage resources (financial, human and physical).

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

4. POST : MEDIA LIAISON OFFICER
 SALARY LEVEL : 12
 SALARY : R 630 822.00 (All inclusive salary package)
 CENTRE : POLOKWANE
 SUB-DEPARTMENT : MEC SUPPORT
 REFERENCE NUMBER : CoGHSTA 56/14

REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent (NQF 7). *Minimum of 3 years appropriate experience or more and a valid driver's license.

KEY COMPETENCIES : **Knowledge of:*** Public Regulation*Public Service Act*Working knowledge of the political parliamentary/legislative processes in South Africa*Understanding of functional areas covered by the executing authority's portfolio. **Skills:** Report writing*Time management*Good communication skills*Creative/innovative* Analytical thinking skills*Language skills*Presentation*Good Organizational skills*Good people skills*High level of reliability Basic written communication skills*Ability to act with tact discretion*Computer literacy

KEY RESPONSIBILITIES : *Provide media liaison service to the executing authority* Monitor and analyze reporting in the media on the portfolio of the executing authority and prepare responses as required* Participate in GCIS forum like the Communication forum and the media liaison forum, and in the collective planning of the communication and media issues of government*Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly

ENQUIRIES : Mokhomole Makgano (015) 294 2286

5. POST NAME : PARLIAMENTARY OFFICER
 SALARY LEVEL : 12
 SALARY : R 630 822.00 (All inclusive salary package)
 CENTRE : POLOKWANE
 SUB DEPARTMENT : MEC SUPPORT
 REFERENCE NUMBER : CoGHSTA 57/14

REQUIREMENTS : * An appropriate tertiary qualification or equivalent (NQF 7). Minimum of 3 years' experience or more and a valid driver's license.

KEY COMPETENCIES : **Knowledge of:*** Ministry operations*Proven management Competencies*Working knowledge of the political and parliamentary/legislative processes in South Africa* Understanding of functional arrears covered by the Executing authority's portfolio. **Skills:*** Report writing*Time management* Good communication skills*Creative/innovative *Analytical thinking skills*Language skills*Presentation*Good organizational skills*Good people skills*High level of reliability Basic written communication skills*Ability to act with tact and discretion*Computer literacy.

KEY RESPONSIBILITIES : *Monitor events in parliament/the legislature to identify matters that have a bearing on the portfolio of the executing authority*Monitor events in Cabinet/executive council to identify matters that have a bearing on the portfolio of the executive authority*Render an efficient and effective parliamentary service*Co-ordinate and control movements between the Pretoria – Cape Town Offices for Parliamentary sessions (where applicable)*Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

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

6. POST NAME : **REGISTRY CLERK**
SALARY LEVEL : **06**
SALARY : **R 148 584.00 per annum**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **MEC SUPPORT**
REFERENCE NUMBER : **CoGHSTA 58/14**

REQUIREMENTS : Grade 12. Certificate in computer literacy will be an added advantage

KEY COMPETENCIES : **Knowledge of:***Ministry Operations; *Proven Management Competencies*Working Knowledge of the Political and Parliamentary/legislative Processes in South Africa * Understanding of Functional areas covered by the Executing Authority's Portfolio. **Skills:** * Report Writing *Time management *Good Communication Skills*Creative/innovative *Analytical Thinking skills *Language Skills*Presentation *Good Organizational skills *Good People skills*High level of reliability *Basic written communication skills *Ability to act with tact and discretion * Computer, Planning and Organising skills. Handling of incoming and outgoing correspondence, rendering of effective filing and record management services, operation of office machines and processing of documents for archiving or disposal.

KEY RESPONSIBILITIES : *Ensure smooth, efficient and effective flow of documents (receive and distribute) between the office of the Executing Authority, the department and other structures like cluster committees, external role players etc*File all documents in the accordance with the relevant prescripts like the National Archives Act and the MIS prescripts*Render a general support function in the office the Executing Authority*Control stocks and stationary as chief user clerk for the Executing Authority's* Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : **Mokhomole Makgano (015) 294 2286**

7. POST : **RECEPTIONIST**
SALARY LEVEL : **06**
SALARY : **R 148 584.00 per annum**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **MEC SUPPORT**
REFERENCE NUMBER : **CoGHSTA 59/14**

REQUIREMENTS	:	*Grade 12* Certificates in Customer Care/Services and Computer will be an added advantage.*1-2 years' experience in Customer service
KEY COMPETENCIES	:	Knowledge of: * Ministry operations*Proven Management Competencies*Working knowledge or the political and parliamentary/legislative processes in South Africa* Understanding of functional areas covered by the executing authority's portfolio. Skills: * Report writing*Time Management* Good Communication skills*Creative/innovative*Analytical thinking skills*Language skills*Presentation*Good Organizational skills*Good people skills*High level of reliability*Basic written communication skills*Ability to act with tact and discretion* Computer literacy. Excellent administrative skills including systematic filing, ability to plan, keep records as well as secure information storage, a well-organized and security conscious person, good interpersonal relations, a result driven and self-motivated person, be prepared to work overtime and at times under pressure to meet deadlines and must have sense of urgency.
KEY RESPONSIBILITIES	:	*Provide a secretarial/receptionist support services in the office of the executing authority*Provides a clerical support services to the office*Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. Serve as a point of entry in the office of the MEC, facilitate travel and meeting arrangements, provide logistical support and events management, act as alternate Secretary whenever secretary is unable to carry out his/her duties
ENQUIRIES	:	Monkoe Mphodi (015) 294 2223

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Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your identity document, and qualifications as well as a CV must be attached. A valid driver's license will be an added advantage. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications.

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 posts will be subjected to a Security clearance, Competency Assessment (SMS posts), and verification of qualifications.

All General enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

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

Note: Contents of this advert is also available on the following websites: www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

CLOSING DATE: 29 JANUARY 2015

Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.