



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Ref : SCH 4/1/1
Enq : Mokhomole M
Tel No : (015) 294 2286

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 7 OF 20/21

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 a New Z83 form obtainable from all Public Service Departments, accompanied by a detailed/comprehensive C.V, identity document, driver's license and certified copies of qualifications not older than 6 months. **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 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 Mr Ramagoshi Phuti at (015) 294 2225, Mr Monkoe Mphodi at (015) 294 2223 and Ms Mokhomole Makgano (015) 294 2270.

CLOSING DATE: 21 December 2021

The Department reserves the right to make an appointment in respect of the advertised posts. 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

25/11/2021
DATE



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 DIRECTOR: DEMOCRATIC GOVERNANCE & DISASTER MANAGEMENT**
- SALARY LEVEL** : **14**
- SALARY** : **R 1 251 183.00 (All-inclusive salary package)**
- CENTRE** : **POLOKWANE**
- BRANCH** : **COOPERATIVE GOVERNANCE**
- REFERENCE NUMBER** : **CoGHSTA 02/21**
- REQUIREMENTS** : An undergraduate degree (NQF level 7) in Public Management/Administration or related qualification.
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** : Ensure support to elections and intergovernmental relations Programmes; Ensure the implementation of Community Development Programmes; Oversee Provincial Disaster management services; Manage resources (financial, human, and physical).
- ENQUIRIES** : **Mr. Ramagoshi Phuti (015) 294 2225**
- 2. POST NAME** : **CHIEF DIRECTOR: ANTHROPOLOGICAL SERVICES & HOUSE OF TRADITIONAL LEADERS**
- SALARY LEVEL** : **14**
- SALARY** : **R 1 251 183.00 (All-inclusive salary package)**
- CENTRE** : **POLOKWANE**
- BRANCH** : **TRADITIONAL AFFAIRS**
- REFERENCE NUMBER** : **CoGHSTA 03/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Social Science or related

qualification.

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, Procurement legislations, Logistics Management, PFMA, etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal; Report writing skills; Co-ordination skills; Interpersonal skills; Leadership skills; Analytical skills; Problem solving skills; Strategic planning.

KEY RESPONSIBILITIES : Manage anthropological services; Provide support to the Houses of Traditional Leaders; Manage utilization of resources; Facilitate and oversee implementation of the initiation programme, development programmes and other related initiatives within the sector; Manage resources (Financial, human, and physical) in accordance with relevant directives and legislations.

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

3. POST : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT**
SALARY LEVEL : **14**
SALARY : **R 1 251 183.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 04/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Supply Chain Management or related qualification.
5 years' experience at senior managerial level in SCM and 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, Procurement legislations, Logistics Management, PFMA, PPPFA, BBEE, Treasury Regulation, PAIA, PAJA, Financial Management etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal; knowledge of policy formulation.

KEY RESPONSIBILITIES : Provide strategic direction on the development of Supply Chain policies; Oversee Demand and Acquisition management services; Coordinate logistics, assets, transport and facilities; Manage resources (financial, human and physical).

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

4. POST NAME : **CHIEF DIRECTOR: GITO & COMMUNICATION SERVICES**
SALARY LEVEL : **14**
SALARY : **R 1 251 183.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 05/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Information Technology or related qualification.
At least 8 years proven experience in Information Technology of which 5 years must be at senior management level. A valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Broad understanding of the use of ICT as a business driver •Solid knowledge of Knowledge and Information Management, IT project management, IT legislation, financial management, strategic IT management and contract management. 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 in:** Have proven competencies such as Project Management, Strategic and Business analysis, Innovative Thinking and Problem Solving, Communication, Organisational and Change Management Skills, Adaptability and Networking 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 and customer focus. Communication

KEY RESPONSIBILITIES : Support the Department in the efficient and effective utilization of information Technology as strategic resources in order to achieve its objectives in line with its mandate; Align the Department's information management and information technology strategy with the strategic direction, management plans and the business processes of the Department. Manage communication services in the Department; Provide knowledge and information management services and secured collaboration facilities to promote access to information and knowledge sharing.

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

5. POST NAME : **DIRECTOR: HUMAN SETTLEMENT DEVELOPMENT**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **MOPANI DISTRICT**
BRANCH : **ISHS**
REFERENCE NUMBER : **CoGHSTA 06/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Building Science or related qualification.
5 years' experience at a middle/senior managerial 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:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project Management; Computer literacy; Financial management; Relationship management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction; Conflict management; Planning and costing of house designs.

KEY RESPONSIBILITIES : Manage EPHP and community residential unit; Manage emergency housing, rural, farm workers, Institutional, credit linked, rectification services; Facilitate responses to queries from SCOPA, AG, and other Stakeholders; Manage resources (Financial, human and physical).

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

6. POST NAME : **DIRECTOR: MUNICIPAL FINANCE**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 07/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Accounting/Financial Management or related qualification.
 5 years' experience at a middle/senior managerial 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, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations. **Skills in:** Problem solving; Financial Management; Proven Managerial Skills; Accomplished leader; Advanced strategic planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during changes; Policy formulation.

KEY RESPONSIBILITIES : Build and monitor financial capacity of municipalities; Manage and ensure the co-ordination, development and implementation of municipal financial support programme; Monitor the implementation of the Audit Action Plan; Support municipalities to reduce Unauthorized, Irregular, Wasteful and Fruitless expenditure; Oversee and support the implementation and review of financial regulation and policies; Identify improvement of financial management in the municipalities; Manage resources (Financial, human and physical).

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

7. POST NAME : **DIRECTOR: INSTITUTIONAL AND KING/QUEENSHIP SUPPORT SERVICES**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**
BRANCH : **TRADITIONAL AFFAIRS**
REFERENCE NUMBER : **CoGHSTA 08/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Public Management/Administration or related qualification. 5 years' experience at a middle/senior managerial 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 and customer focus; Communication

KEY RESPONSIBILITIES : Oversee provision of support and monitoring services to traditional councils; Facilitate partnerships between the institution of traditional leadership and other stakeholders; Support the implementation of development programmes by traditional councils; Facilitate capacity building programmes for traditional councils and traditional leaders; Facilitate the provision of tools of trade for traditional leaders; Provide support to the Queenship/Kingship offices; Manage resources (Financial, human and physical).

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

8. POST NAME : **DIRECTOR: ICT INFRASTRUCTURE AND SYSTEMS**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 09/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Information Technology or related qualification. 5 years' experience at a middle managerial level within ICT environment & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** ICT network planning, designing and architecture. Project management, Disaster Recovery planning and Business Continuity Services. Information Security Services. IT Risk management, ICT Governance Frameworks. Practical knowledge of ICT network infrastructure requirements. Possess knowledge of legislation, regulations, norms, and standards pertaining to public service administration and national information management and information technology policy and strategy. 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, Knowledge on the relevant policies/prescripts and procedures

etc.-Call center management; Batho pele principles application; Project management; Customer care. **Skills in:** Financial Management; Change Management; Service Delivery Innovation (SDI); Problem Solving Analysis; Client Orientation and Customer and Customer Focus; Workshop facilitation; Policy development; Confident communicator; Change agent; Research oriented person.

KEY RESPONSIBILITIES : Oversee the development, maintenance and improve all available ICT systems; Coordinate the development and maintenance of ICT infrastructure specifically; Evaluate development in ICT technology to determine applicability of new technology on the ICT environment; Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements; Monitor adherence by service providers to the agreed ICT Infrastructure specifications; Evaluate and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timeously and effectively; Manage resources (Financial, human and physical).

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

9. POST NAME : **DIRECTOR: LEGAL SERVICES**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 10/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in law/LLB or related qualification.
 5 years' experience at a middle managerial level in legal advisory/ litigation. Admission as an Attorney or Advocate will be an added advantage. Extensive knowledge in civil litigation, court rules and procedures, Court appearance will be an added advantage. Knowledge in interpretation of statutes, administrative law and understanding of different legislative prescripts, legal compliance management as well as contract drafting. Understanding of government processes. 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. Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, Public Service and its governance. ; Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, **Skills in:** Strategic capability and leadership; Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. 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 skills both formal and informal; Honesty and integrity; Self-disciplined and able to work under pressure

with minimum supervision. People management supervisory skills.

KEY RESPONSIBILITIES : Management of litigation matters; Administer the preparation of all Court cases; Assist with consultations to Advocates; Manage the provision of legal advisory services; Provide formal legal opinions and legal advice; Provide legal inputs on correspondence of a legal technical nature; Represent the Department at forums on legal matters; Manage the provision of legislation and contract advisory services; Provide inputs on the provincial legislative programmes; Ensure legally sound contracts are drawn; Ensure legal compliance of the Department; Ensure the effective, efficient, and economic utilisation of allocated resources; Provide and maintain financial management systems that will enable the Directorate to comply with policies; Ensure staffs are kept abreast of all legal new prescripts and policies.

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

10. POST NAME : **DIRECTOR: SECURITY MANAGEMENT SERVICES**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPOATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 11/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Security Management or related qualification.
5 years' experience at a middle managerial in the security industry (Safety and security of information and personnel).
A valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Knowledge of legal mandatory legislation like OHS, MISS, Criminal Procedure Act, MPSS and PFMA, conducting security awareness programs for staff members. 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, Knowledge on the relevant policies/prescripts and procedures etc. **Skills in:** 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; Research; Computer Utilization; Policy Formulation; Vetting; Investigation.

KEY RESPONSIBILITIES : Manage the Departmental security function, including personnel, document, surveillance security, vetting of staff/contractors; Develop and implement a sound security policy for the department; Develop a security strategy and ensure its implementation in the Department regarding the safety of personnel, information and assets; Manage resources (financial, human and physical).

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

11. POST NAME : **CHIEF CONSTRUCTION PROJECT MANAGEMENT MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME**
SALARY LEVEL : **OSD**
SALARY : **R 1 058 469.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 12/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Engineering or related qualification.
Minimum 5 years relevant experience & 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 : **Ms. Mokhomole Makgano (015) 294 2270**

12. POST NAME : **DEPUTY DIRECTOR: RESPONSE AND RECOVERY**
SALARY LEVEL : **12**
SALARY : **R 882 042.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 13/21**

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**

13. POST NAME : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING**

SALARY LEVEL : **12**

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

CENTRE : **POLOKWANE**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 14/21**

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

14. POST NAME : **DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT SERVICES (5 Posts)**

SALARY LEVEL : **12**

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

CENTRE : **VHEMBE, MOPANI, SEKHUKHUNE, CAPRICORN, WATERBERG**

BRANCH : **TRADITIONAL AFFAIRS**

REFERENCE NUMBER : **CoGHSTA 15/21**

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.

ENQUIRIES : **Ms. Monyela Hlokammoni (015) 294 2073**

15. POST NAME : **DEPUTY DIRECTOR: ASSET MANAGEMENT**

SALARY LEVEL : **11**

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

CENTRE : **POLOKWANE**

BRANCH : **FINANCIAL MANAGEMENT SERVICES**

REFERENCE NUMBER : **CoGHSTA 16/21**

REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Financial Management or related qualification

Minimum 5 years related financial/asset management experience at supervisory 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, GIAMA, Financial Management etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

KEY RESPONSIBILITIES : Manage the Sub Directorate: Physical Asset Management; Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices.

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

16. POST NAME : **DEPUTY DIRECTOR: EMPLOYEE ASSISTANT & WELLNESS**

SALARY LEVEL : **11**

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

CENTRE : **POLOKWANE**

BRANCH : **CORPORATE SERVICES**

REFERENCE NUMBER : **CoGHSTA 17/21**

REQUIREMENTS : An undergraduate degree (NQF level 7) in Social Worker/Psychology or related qualification. Registered as a Social Worker (SACSSP) or Clinical Psychologist (HPCSA)

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

KEY COMPETENCIES : **Knowledge of:** In-depth knowledge of therapeutic approaches appropriate to employee counselling; Management and coordination skills that will enhance

programme delivery; In-depth knowledge Of EAP matters such as trauma debriefing, employee assessment and referral procedures; Reporting and administration procedures; Development and implementation of Wellness policy; Knowledge of both departmental and employee needs. **Skills in:** Counselling; Computer literacy; Negotiation and communication skills; Analytical thinking and presentation skills; Planning and organisational skills Advanced psychotherapy skills.

KEY RESPONSIBILITIES : Coordinate, monitor and manage performance of EAP, HIV and AIDS and OHS services in the Department; Manage, control and evaluate the procurement of social workers, psychiatrists, occupational therapist and psychologists; Coordinate, supervise and manage EAP and HIV and AIDS, occupational health and safety programme in the Department and Municipalities

ENQUIRIES : Ms. Matlopela Terry (015) 294 2224

17. POST NAME : ASSISSTANT DIRECTOR: KINGSHIP AND QUEENSHIP (2 POSTS)

SALARY LEVEL : 10

SALARY : R 477 090.00

CENTRE : VHEMBE & MOPANI

BRANCH : TRADITIONAL AFFAIRS

REFERENCE NUMBER : CoGHSTA 18/21

REQUIREMENTS : An undergraduate national diploma (NQF level 6) in Anthropology/ Ethnology/Public Management or related qualification. Minimum 3 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, as well as understanding of the legislative framework governing the public service such as: Computer literacy; Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council Resolutions, Good understanding of Limpopo Traditional Leadership and Institutions Act, Act no.6 of 2005. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill

KEY RESPONSIBILITIES : Coordinate research regarding custom, culture and traditional affairs; Coordinate research on genealogies and disputes; Facilitate cultural and development programmes; Provide administrative support to the institution; Manage resources (human and physical).

ENQUIRIES : Ms. Matlopela Terry (015) 294 2224

18. POST NAME : ETHNOLOGIST (3 POSTS)

SALARY LEVEL : 9

SALARY : R 382 245.00

CENTRE : SEKHUKHUNE, WATERBERG & CAPRICORN

BRANCH : TRADITIONAL AFFAIRS

REFERENCE NUMBER : **CoGHSTA 19/21**

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

Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Knowledge of relevant legislation framework governing the Traditional Leadership: Limpopo Traditional Leadership and Institutions Act, Act No. 6 of 2005, and Executive Council Decision 32 of 2009 of financial assistance provides for the funeral and inauguration of Senior Traditional Leader. **Skills in:** Computer Literacy; Event management; Research and Analytical skills; Disputes /conflict resolution; Interpersonal Relation; People management skills; Problem solving and analysis; Communication, both formal, and informal; Report writing skills

KEY RESPONSIBILITIES : Facilitate the recognition of traditional leaders; Coordinate events of traditional leaders; Facilitate conflict resolutions; Maintenance of profile for traditional leaders; Facilitate the recognition of traditional communities

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

19. POST NAME : **RESEARCHER: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS**

SALARY LEVEL : **8**

SALARY : **R 321 543.00**

CENTRE : **POLOKWANE**

BRANCH : **TRADITIONAL AFFAIRS**

REFERENCE NUMBER : **CoGHSTA 20/21**

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

Minimum 3 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, as well as understanding of the legislative framework governing the public service such as: Computer literacy; Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council Resolutions, Good understanding of Limpopo Traditional Leadership and Institutions Act, Act no.6 of 2005. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

KEY RESPONSIBILITIES : Conduct research on custom, culture and traditions. Conduct

research on genealogies, dispute resolution mechanisms and other matters relating to the work of the Local and Provincial Houses of Traditional Leaders. Policy Development in support of House committees. Facilitate submission of inputs on policy and legislations affecting the institution of traditional leadership.

- ENQUIRIES** : **Ms. Masha Raisebe (015) 294 2068**
- 20. POST NAME** : **SENIOR STATE ACCOUNTANT: KINGSHIP AND QUEENSHIP (2 POSTS)**
- SALARY LEVEL** : **8**
- SALARY** : **R 321 543.00**
- CENTRE** : **VHEMBE & MOPANI**
- BRANCH** : **TRADITIONAL AFFAIRS**
- REFERENCE NUMBER** : **CoGHSTA 21/21**
- REQUIREMENTS** : An undergraduate national diploma (NQF level 6) in Financial Management/Accounting/Cost and Management Accounting qualification.
- Minimum of 1 to 2 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 Relations Act, DORA, PFMA, PSR, PPPFA, Financial Manual, PERSAL, BAS, LOGIS. **Skills in:** Computer operating skills; Planning and Organization skills; Language skills; Good verbal and written communication skills; Basic Numeracy Skills; Ability to perform routine tasks; Ability to operate office equipment; Interpersonal Relations; Teamwork; Accuracy and Flexibility; Aptitude of figures.
- KEY RESPONSIBILITIES** : Render Financial Management Services; Perform Salary administration support services; Perform Bookkeeping support services; Render a budget support service.
- ENQUIRIES** : **Ms. Masha Raisebe (015) 294 2068**
- 21. POST NAME** : **ADMIN OFFICER: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS**
- SALARY LEVEL** : **7**
- SALARY** : **R 261 372.00**
- CENTRE** : **POLOKWANE**
- BRANCH** : **TRADITIONAL AFFAIRS**
- REFERENCE NUMBER** : **CoGHSTA 22/21**
- REQUIREMENTS** : An undergraduate national diploma (NQF level 6) in Public Administration/Management/ Office Administration or related qualification
- Minimum of 1 to 2 years' Experience in Office Administration
- KEY COMPETENCIES** : **Knowledge of:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., the Constitution of the RSA, Framework Act 41, Limpopo House of Traditional

Leaders Act, Act No. 5 of 2005, Limpopo Traditional Leadership and Institutions Act, Act No.6 of 2005. Circumcision Act, and Rules and Orders of the House.
Skills in: Organizing and Planning skills; Strategic Planning and Capacity building; Research and Analytical skills; Performance monitoring; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Report writing skills

KEY RESPONSIBILITIES : Render house procedures during the official activities; Facilitate communication services of the house; Render secretariat services of portfolio committees; Provide logistical support for the house; Keep and maintain records of the activities of the house.

ENQUIRIES : **Ms. Masha Raisebe (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 and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver's license and certified copies of qualifications not older than 6 months must be attached. The specific reference number for the post must be quoted.

Candidates for Director and Chief Director posts will be required to produce prove of completion of National School of Government Senior Management Pre-Entry Programme or be able to produce it prior to appointment. The course is obtainable on link:<https://www.thensg.govza/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 on Middle Management Services (MMS) and Senior Management Service (SMS) posts will also be required to disclose their financial interest in accordance with the prescribed regulations.

Failure to comply with this 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). *HP*

Short-listed candidates for the above posts 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 Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.

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: 21 December 2021. 