



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

DEPARTMENTAL CIRCULAR NO 03 OF 19/20

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. The Department invites qualified candidates to be enrolled on the database for Senior Management positions in Municipalities within Limpopo Province. Successful candidate's services will be utilized through secondment by the Member of Executive Council as and when there is a need to intervene and stabilize operations at Municipalities.
2. Applicants are required to complete database application forms and provide supporting documents as detailed below. Mandatory Required Documents:
 - Application Letter/Z83 Application form
 - Detailed and Comprehensive Curriculum Vitae
 - Certified Copies of not more than 6 months old for;
 - Qualifications
 - Identification Document
 - Driver's License
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).

Note: The contents of this Circular will also be posted on the following website www.coghsta.limpopo.gov.za.

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 2286.

CLOSING DATE: 27 March 2020

The Department reserves the right to make an appointment in respect of the advertised posts. The candidates who are successful's profiles will be retained for a three year duration upon which it will be reviewed.



HEAD OF DEPARTMENT

12/03/2020
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 qualified candidates to be enrolled on the database for Senior Management positions in Municipalities within Limpopo Province. Successful candidate's services will be utilized through secondment by the Member of Executive Council as and when there is a need to intervene and stabilize operations at Municipalities.

The following positions are available for enrollment and will be compensated commensurate packages in line with grading's of respective municipalities:

1. POST NAME : **MUNICIPAL MANAGER**
REFERENCE NUMBER : **CoGHSTA 08/19**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/ Political Science/ Social Science/ Law or equivalent

5 years' experience at a Senior Management level & have proven successful institutional transformation within Public or Private Sector.

KEY COMPETENCIES : **Knowledge** : Advanced knowledge and understanding of Municipal Systems Act No 32 of 2000, Municipal Structures Act No 117 of 1998 and Municipal Financial Management Act No. 53 of 2003; Advanced understanding of institutional governance systems and performance management; Advanced understanding of council operations and delegation of powers; Good governance; Audit and risk management establishment and functionality and Budget and finance management

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

2. POST NAME : **DEVELOPMENT & PLANNING MANAGER**
REFERENCE NUMBER : **CoGHSTA 09/19**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Town & Regional Planning/ Development Studies/Economics or equivalent

5 years' experience at Middle Management level & have proven successful Professional Developmental/Town & Regional Planning experience.

KEY COMPETENCIES : **Knowledge** : Good Knowledge and understanding of relevant policy and legislation; Good understanding of Institutional governance systems & performance management; Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No.5

of 2000); Knowledge of geographical information systems and; Knowledge of spatial, town & development planning. **Added advantages:** Project management certificate or diploma or, Registration as a Professional Planner in accordance with the Planning Profession Act, 2002, (Act No 36 of 2002)

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

3. POST NAME : **TECHNICAL SERVICE MANAGER**
REFERENCE NUMBER : **CoGHSTA 10/19**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Engineering or equivalent

5 years' experience at Middle Management level or as Programme/Project Manager & 3-4 years must be at professional /management level engineering management experience.

KEY COMPETENCIES : **Knowledge :** Good knowledge and understanding of relevant policy and legislation; Good understanding of Institutional governance systems and performance management; Must have extensive knowledge of the public office management and; Must be able to formulate engineering muster planning, project management and implementation. **Added advantages:** Certificate of competency as required in terms of the General Machinery Regulations, 1998, or; Registration with recognized relevant engineering professional body

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

4. POST NAME : **COMMUNITY SERVICE MANAGER**
REFERENCE NUMBER : **CoGHSTA 11/19**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Social Science/ Public Administration/ Law or equivalent

5 years' experience at Middle Management level & have proven successful institutional transformation within Public or Private Sector.

KEY COMPETENCIES : **Knowledge :** Good knowledge and understanding of relevant policy and legislation; Good understanding of Institutional governance systems and performance management; Understanding of council operations and delegation of powers, as well as –

- Health service management
- Cemetery management
- Public safety and
- Parks and recreation management

Added advantages: Registration with the South African Council of Social Service Professional (SACSSP), or similar recognized relevant professional body.

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

5. POST NAME : **CORPORATE SUPPORT SERVICE MANAGER**
REFERENCE NUMBER : **CoGHSTA 12/19**

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/ Management Science/Law or equivalent
5 years' experience at Middle Management level & have proven successful management experience in administration.

KEY COMPETENCIES : **Knowledge** : Good knowledge and understanding of relevant policy and legislation; Good understanding of Institutional governance systems and performance management; Good knowledge of corporate support services, including:

- Human capital management
- Legal services
- Facilities management
- Information communication technology; and
- Council support

Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance; Labour Relations Act, and other labour related prescripts; Legal background and human capital management; and; Knowledge of coordination and oversight of all specialized support functions.

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