



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

Eng : Tjale KM  
Tel No : (015) 294 2202  
Date : 09 November 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS  
ALL TVET CAMPUS MANAGERS  
ALL MUNICIPAL MANAGERS

DEPARTMENTAL CIRCULAR NO. 07 OF 2015.

INTERNSHIP PROGRAMME FOR 2016/17: DEPARTMENT OF COOPERATIVE GOVERNANCE,  
HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS.

Applications are therefore invited from YOUTH GRADUATES solely from Limpopo Province. People with disabilities are encouraged to apply.




The Department of Cooperative Governance, Human Settlement and Traditional Affairs is an equal opportunity employer with clear employment equity targets. 130 interns are required for 2016/17 Financial Year.

1. Applications are hereby invited for a 12 months fixed contract Internship Programme placement in the Department of Cooperative Governance, Human Settlement 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 and Institutions.**
2. Applications should be submitted on Z83 form obtainable from all Public Service Departments, accompanied by certified copies of education qualifications, Identity document and detailed/comprehensive CV, Proof of Limpopo residency (Copy of Municipal rates and taxes/letter signed by Traditional Authority. **Faxed or e-mailed applications will not be considered.** The field for which you are applying for must be clearly stated. Failure to submit the required documentation will automatically disqualify applications. Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants
3. **Those graduates who have already completed an Internship Programme in any government institution are not allowed to apply.**
4. Applications should be submitted to: The Acting Head of Department; Department of CoGHSTA, Private Bag X9485, POLOKWANE 0700 **OR** Submitted in person to CORPORATE RECORDS (Registry) First Floor at 28 Market Street.  
Contact Persons: Internships & Learnership Personnel (Mrs Mantlaka MJ, Ms Theledi EM, Mr. Nkumbura MM, Mr. Ndzeru MM and Ms Ndlovu AN at (015) 294 2202/2003/2122/2287 & 2288

**CLOSING DATE: 18 DECEMBER 2015**

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

  
**ACTING HEAD OF DEPARTMENT**



Vision: Integrated Sustainable Human Settlements

**INTERNSHIP PROGRAMME FOR 2016/17**

The Department of Cooperative Governance, Human Settlements and Traditional Affairs is looking for One Hundred and Thirty (130) unemployed graduates between the ages of 18 and 35 **solely from Limpopo Province**. The Internship is a twelve (12) months non-extendable programme to start from 01 April 2016 to 31 March 2017.

**Applications are therefore invited from Limpopo Province unemployed youth qualifying in the following fields of studies and area of placement. People with disabilities are encouraged to apply.**



AREA OF PLACEMENT	REFERENCE NO	MINIMUM QUALIFICATION REQUIRED	JOB DESCRIPTIONS
Municipal Finance	COGHSTA/2015/01	Three year Degree/Diploma in Commerce / Financial Management / Accounting/ Internal Auditing	Reconciliation on ledger and bank accounts; Assist municipalities with internal control procedures and creditors reconciliation; Assist with monitoring MSIG Grants; Verification of financial policies and implementation of MPPA; ME-MA implementation
	COGHSTA/2015/02/SP	Three year Degree/Diploma in Public Administration / Public Management/ Social Sciences / Project Management	Promoting and protecting human dignity and human rights of women, youth, elderly, children and women with disability; data collection and conducting assessments to determine the implementation of gender, children, youth, disability and elderly programmes in the department and municipalities; Assist municipalities with special programmes.
Special Programmes and Employee Wellness	COGHSTA/2015/02/EAP	Three year Degree/Diploma in Social Work, Registration with Council a requirement.	Coordinate & monitor the activities of EAP in the Department; Offer counselling to psychologically troubled/ traumatised/ HIV and AIDS infected employees.
	COGHSTA/2015/02/OHS	Three year Degree/Diploma in Safety Management	Develop and implement an appropriate SHERQ programmes; Provide reports on all LOI D cases attended to and liaise with the Commissioner for Compensation through the Premier's office to ensure timely response from the Commissioner; Set up and report on the performance of OHS structures.
Budget Services	COGHSTA/2015/03	Three year Degree/Diploma in Commerce / Financial Management / Accounting/ Internal Auditing	Consolidation of Budget inputs per programme; Preparation of annual cash flow statements; Facilitate shifting and preparation of virements to HOD for approval; Compilation of monthly Early-Warning reports; Consolidation of Appropriation Statements in the AFS template.
Departmental Expenditure & Housing Finance	COGHSTA/2015/04	Three year Degree/Diploma in Commerce / Financial Management / Accounting/ Internal Auditing	Administer housing claims and expenditure; Process payment on HSS and BAS; Reconcile payment paid on BAS; Safekeeping of paid vouchers.
Accounting and Systems	COGHSTA/2015/05	Three year Degree/Diploma in Commerce / Financial Management / Accounting/ Internal Auditing	Clear suspense account; collection of revenue; Banking of state money to the Department's primary account; Assist with the month-end and year-end closure; Entity maintenance; System reconciliation
Human Resource Capacity Development	COGHSTA/2015/06	Three year Degree/Diploma in HRD / HRM / Public Administration	Manage the training and development of employees; manage learnerships and internship programmes; manage and monitor the implementation of Skills Development Legislations.
HR Planning, Post Provisioning and Information Management	COGHSTA/2015/07	Three year Degree/Diploma HRM / Public Administration	Manage HR Planning, HR Information & Systems; Manage and implement a performance management system.
	COGHSTA/2015/07/SHRM-PA	Three year Degree/Diploma in Office Management / Management Assistant	Provide Personal Assistance support to General Manager; Strategic HRM.
HR Practices & Administration	COGHSTA/2015/08/HR-REC	Three year Degree/Diploma in Archival Studies / Public Management	Manage Human Resource Personal Records.
	COGHSTA/2015/08	Three year Degree/Diploma HRM / Public Administration	Manage compensation and conditions of service; Manage recruitment, selection and appointment of employees.
Human Settlements Development Region A & B	COGHSTA/2015/09	Three year Degree/Diploma/No in Building Science/ Architecture/ Civil Engineering/ Quantity Survey	Manage and monitor the implementation of Human Settlements Development; manage and monitor the implementation of emergency housing programme and transitional housing programme; Provide technical advices on housing infrastructure development.

	COGHSTA/2015/09/A/DMN	Three year Degree/Diploma in HRM, Public Administration / Office Administration	Maintain and control incoming and outgoing registers; filing of documents; perform general administrative duties and render support to the SBU; Consolidation of reports.
Labour Relations	COGHSTA/2015/10	Three year Degree/Diploma in Labour Relations, Labour Law/ LLB	Promote and ensure sound labour management; Handling and coordination of disciplinary matters; Provision of Labour Relations advice to the Department; Effective handling of grievances.
ICT Infrastructure & Systems	COGHSTA/2015/11/ICT-SEC	Three year Degree/Diploma in Computer Science / Information Technology; Security+ will be an added advantage. Understanding of Security System such as Firewall and Antivirus Software.	Maintain and monitor ICT Security System; Implement ICT security plan and policies; Ensure activities of disaster recovery site are implemented; assist on the development and updating of ICT security documents; implement ICT security plan.
	COGHSTA/2015/11/ITSD	Three year Degree/Diploma in Computer Science / Information Technology; Knowledge of HTML5/HTML, PHP, JavaScript, ASP, JQuery and CSS3. Understanding of relational databases such as Postgres, SQL, MySQL or Oracle; SQL. Knowledge of Linux Administration and troubleshooting will be an added advantage	Interact closely with users to identify business needs, costs and benefits of implementing a solution; Participate in gathering and analysis of user requirements ; Compile detailed design documents for systems; Using charts and diagrams to indicate the various steps involved and describe the system in ways that user can understand; Participate in the design of relational database; Develop web based applications according to users request; Test applications; Develop user manuals and train users on applications; Provide user support and maintenance of existing applications;
	COGHSTA /2015/11/ICTI	Three year Degree/Diploma in Computer Science / Information Technology; MCSE/MCITP/CCNA A+/ N+ Certificate will be an added advantage.	Maintain and monitor ICT Infrastructure; Maintain and resolve all computer equipment faults; Configure new ICT equipment and install all users; Assist on the development and updating of ICT Infrastructure documents.
	COGHSTA/2015/11/G&P	Three year Degree/Diploma in Computer Science / Information Technology; Project Management / COBIT/ ITIL/ TOGAF will be an added advantage.	Assist with development of ICT Governance Frameworks, Plans, Processes; Assist with Projects Management (Develop Charter and Plans, Reports etc); Coordinate ICT Steering Committees; Monitor Service Level Agreements.
	COGHSTA/2015/11/ROC	Three year Degree/Diploma in Logistics / Public Administration	Assist in developing specifications; Manage IT requisitions; Manage obtainment of purchase orders; Manage submission of invoices to finance.
Legal Services	COGHSTA/2015/12	Degree in LLB	Draft and vet contracts, service level agreements and memorandums of understandings; Follow through legal processes; Draft, edit and repeal by-laws and provincial legislations; tender legal opinion to the Department.
Research & Policy Coordination	COGHSTA/2015/13	Three year Degree/Diploma in Public Administration	Assist to plan, facilitate and integrate research activities; analyse departmental policies; support municipalities on policy development; conduct policy awareness programmes.
	COGHSTA/2015/14	Three year Degree/Diploma in Town/Urban and Regional Planning	Ensure proper evaluation of land development applications; assist in coordination development of land use management schemes; facilitate the implementation of LUMS; Coordinate the upgrading of land tenure rights; Ensure proper evaluation of security of tenure (i.e. registered deeds of grants, transferred deeds of grants)
Land Use, Deeds and Statutory Bodies			
Spatial Human Settlements Planning	COGHSTA/2015/15/GIS	Three year Degree/Diploma in GIS	Capture and clean spatial data from various formats and sources; apply coordinate systems and projections; produce customised maps to meet client's needs.
	COGHSTA/2015/15/HSP	Three year Degree/Diploma in Town/Urban and Regional Planning	Support the orderly planning of sustainable human settlements; provide technical professional planning advice on Town and regional Planning applications within the province; support the development of Provincial and Municipal Spatial Development Frameworks.
	COGHSTA/2015/15/SPS	Three year Degree/Diploma in Geomatics/ Surveying	Generate topographical surveys / plans.
Risk and Internal Controls	COGHSTA/2015/16	Three year Degree/Diploma in Risk Management/ Internal Auditing/ Financial Management/ Accounting	Assist with facilitation of risk assessment workshops and compiling the risk register; assist in monitoring the implementation of risk mitigation strategies; Assist with the coordination of Municipal Risk Management Forums and take minutes; Assist in the implementation of AG action plan; Assist in developing internal

Security and Investigation	COGHSTA/2015/17	Three year Degree/Diploma in Law/ Policing/ Security Management/ Commerce	Provide administrative support to investigation units; conduct fraud risk assessment; develop and monitor fraud prevention action plans; ensure the protection of vehicle-throvers; conduct classified investigation and loss of departmental assets; collate information for the compilation of reports on incidents of fraud and corruption.
Organisational Development and Design	COGHSTA/2015/18	Three year Degree/Diploma in Organization & Workstudy/ Management Services/ Production Management	Design/redesign organizational structures; conduct job evaluation processes; develop job descriptions/profiles; review job descriptions/profiles.
Supply Chain Management	COGHSTA/2015/19	Three year Degree/Diploma in Supply Chain Management/ Logistics/ Purchasing Management/ Assets & Fleet Management/ Financial Management	Manage demand services; manage acquisition services; manage logistics services; manage assets services; manage fleet services; manage facilities and office services.
HOD Support	COGHSTA/2015/20	Three year Degree/Diploma in Office Administration & Technology/ Management Assistant/ Records Management/ Public Administration	Maintain and control incoming and outgoing registers; filing of documents; perform general administrative duties and render support to the SBU; maintain the diary of the HOD.
Community Development Programme	COGHSTA/2015/21	Three year Degree/Diploma in Public Management/ Administration	Provide administrative support to District Coordinators with regard to consolidation of monthly and quarterly reports.
Democratic Governance	COGHSTA/2015/22	Three year Degree/Diploma in Public Management/ Administration	Coordinate and support District Mayors Intergovernmental Forums; Support Premier Intergovernmental Forums; Hold awareness campaigns for elections; Coordinate and support the effective functioning of ward committees; coordinate and support training of ward committee members; support presidential and provincial public participation programme.
Human Settlements Subsidy Administration	COGHSTA/2015/23	Three year Degree/Diploma in Public Management/ Administration	Capture housing subsidy application forms; complete housing needs questionnaires; Conduct physical verification of occupants in complete housing units; Manage disputes between landlords and tenants; process housing claims; management of housing contracts.
Municipal Performance Monitoring and Evaluation	COGHSTA/2015/24	Three year Degree/Diploma in Public Management/ Administration/ Human Resource	Monitor and coordinate the implementation of the Municipal PMIS; collect and capture section 46 municipal reports; support municipalities in developing, implementation and monitoring their performance management systems.
Local Economic Development	COGHSTA/2015/25	Three year Degree/Diploma in Economics	Support assessment and coordinate the process and review of LED strategies and develop reports thereof; ensure functionality of district LED forums; monitor and evaluate the job opportunities provided by Community Work Programme.
IDP Coordination	COGHSTA/2015/26	Three year Degree/Diploma in Development Studies/ Public Management	Coordinate IDP engagements between spheres of governments; provide support to municipalities to ensure that produce credible IDP's; Ensure the generation of annual MEC's analysis reports and MEC's assessment reports; Facilitate the implementation of Provincial Growth Points Municipal Programme.
Municipal Institutional Capacity Building	COGHSTA/2015/27	Three year Degree/Diploma in Development Studies/ Public Management/ Project Management	Monitoring and implementation of capacity building strategy; facilitation of capacity building programmes; assist municipalities in developing fraud and anti-corruption strategy and HR Policies; Provide administrative support for the unit.
Strategic Planning	COGHSTA/2015/28	Three year Degree/Diploma in Public Management/ Administration/ Business Management	Assist in developing strategic plans; APP and operational plans; Monitor departmental projects; evaluate or analysis of departmental performance against the APP; facilitate department's quarterly performance sessions.
Information Management	COGHSTA/2015/29/REC	Three year Degree/Diploma in Records Management/ Archival Studies/ Public Management/ Administration majoring in Information Management	Ensure the implementation of file plan; opening of files; tracing of files; dispatching and filing of documents; delivering documents from one office to another; photocopying of documents; registering of outgoing mail.
	COGHSTA/2015/29/LIB	Three year Degree/Diploma in Library Services/ Information Science	Assist with cataloguing; classification and indexing; shelving of library resources; conduct information searches for clients; attend to general circulating and lending duties; Data input on the library system; Issue reminders for overdue library resources.
Disaster Management	COGHSTA/2015/30	Three year Degree/Diploma in	Management disaster risk assessment and reduction; Manage

and Emergency Services.		Disaster Management or related field. Certificate in Firefighting or Rescue Services will be an added advantage	institutional capacity for disaster risk management; Management of disaster response and recovery; Manage emergency services.
House of Traditional Leaders	COGHSTA/2015/31	Three year Degree/Diploma in Administration/ Public Management	Coordinate meetings for portfolio committee of the House; Compile minutes and reports of various portfolio committees; Liaise and attend meetings of stakeholders; Coordinate provision of procurement and logistical support to the House; Arrange and attend the official opening of the Provincial and Local Houses of Traditional Leaders; Arrange and attend sittings of Provisional and Local Houses.
Anthropological & Institutional Support	COGHSTA/2015/32	Three year Degree/Diploma in Administration/ Public Management/ Social Science in Anthropology	Completion of genealogy and historical background of traditional leaders; Keep profiles of each traditional leader; Training of traditional leaders on Limpopo Traditional Leadership and Institutions Act; Support Traditional Councils.
Human Settlements Property Management	COGHSTA/2015/33	Three year Degree/Diploma in Conveyancing/ Property Evaluation/ Real Estate/ Property Management/ Law of Property/ Public Administration	Manage Debtors Control System; Ensure effective and efficient lease agreements management and property disposal; ensure effective management of asset register.
Municipal Infrastructure Delivery Programme	COGHSTA/2015/34	Three year Degree/Diploma in Civil Engineering/ Water & Sanitation/ Project Management	Manage municipal infrastructure grant project registration process and facilitate project implementation; facilitate and monitor the implementation of Free Basic Services; Manage and support municipalities in the provision of water, sanitation and energy services; monitor projects for technical and legal compliance; coordinate EPWP reporting; Manage database in support to infrastructure.
Communication Services	COGHSTA/2015/35	Three year Degree/Diploma in Office Management/ Secretarial/ Management Assistant/ Public Administration	Maintain and control incoming and outgoing register; filing of documents; perform general administrative duties and render support to the SBU; Consolidation of reports.
	COGHSTA/2015/34/PA	Three year Degree/Diploma in Public Relations/ Journalism/ Media Studies/ Communications/ Knowledge Management	Manage internal communication and knowledge management; manage public relations and events; provide communication support to the municipalities.

#### STIPEND:

- Interns in possession of qualifications on NOF Levels 6, 7, 8 and 9 will be paid a stipend of R 4637.06 a month.
- Interns in possession of qualifications on NOF Level 5 will be paid a stipend of R 3 861.63 a month. **[Only applicable to Civil Engineering]**

#### The following documents should be attached:

1. A Z83 form obtainable from any Public Service Department with a reference number clearly stated.
2. A detailed Curriculum Vitae.
3. Certified copy of identity document.
4. Copy of Matric/Grade12/ N3/NCV Level 4 certificate plus
5. Certified copies of relevant qualifications and 6. Proof of Limpopo residency through: (a) Original copy of Municipal rates and tax statements or (b) Signed and stamped letter by the Traditional Authority.

#### Please Note:

- Confirmation from SANCCO or CIVIC association will not be considered as a proof of residence.
- Those graduates who have already completed an internship programme in any government institution are not allowed to apply.
- Successful applicants will be paid their monthly stipend based on the qualification which was attached when applying for the internship placement.

DEPARTMENT	Cooperative Governance, Human Settlement and Traditional Affairs		
PHYSICAL ADDRESS	28 Market Street, Polokwane (Next to UNISA)	POSTAL ADDRESS	Private Bag X 9485 POLOKWANE 0699
CONTACT PERSON	Ms Thelodi ENI (015) 294 2003, Ms Ndlovu AN (015) 294 2004, Ms. Mantlhalaka MJ (015) 294 2122, Mr Nkumbula MM (015) 294 2287		
GENERAL ENQUIRIES	Ms Tjale KM 2202, Matjeca MA 2018, Nkuna JK 2004.		
CLOSING DATES	<b>18 December 2015</b>		

Applications should be submitted to: The Head of Department: Department of Cooperative Governance; Human Settlement and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 or Submitted in person to Registry at 28 Market Street Polokwane (1<sup>st</sup> Floor). Our offices are next to UNISA

**Faxed or e-mailed application will not be considered.**

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