



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

Ref : SCH 4/1/1  
Enq : Mahlangu VM  
Tel No : (015) 294 2046  
Date : 19 August 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS  
DEPARTMENTAL CIRCULAR NO 06 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, driver's license where required and a 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: Sowetan (20 August 2015), Sunday World (23 August 2015) and they will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://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: 10<sup>th</sup> September 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 2000

*The heartland of southern Africa – development is about people!*



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 NAME** : **MANAGER: MICB (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : **12**  
**SALARY** : **R674 979.00 (All inclusive salary package)**  
**CENTRE** : **VHEMBE**  
**SUB DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 65/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Public Administration/ Local Government or equivalent. Minimum 3 years experience at management level. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of** \*Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service and local government eg, \* Municipal Structure's Act \*Municipal Systems Act \*Municipal Finance Management Act. Knowledge of National Capacity Building Framework, Public & Provincial Capacity Building Strategy  
**Skills:** Presentation 8 Time management\* Communication both formal and informal \* leadership \* Performance management \*project management \*negotiation & 8computer

**KEY RESPONSIBILITIES** : \*Develop and implement Provincial Strategy Assessment of capacity levels of municipalities \*Co-ordinate local government Capacity Building programmes, \*Assess the impact of Capacity Building programmes, \*Oversee the implementation of project consolidate

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

**2. POST NAME** : **MANAGER: HOUSING FINANCE (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : **11**  
**SALARY** : **R569 538.00 (All inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 66/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Financial Management, Commerce, Auditing or equivalent. Minimum 3 years 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, Treasury Regulations, DORA, MFMA, Housing Act, Housing Code Understanding of the public services environment, HR matters, finance, Planning and Organising, Applicable legislations. BAS & HSS Systems **Skills** Problem solving  
 \*Financial Management \*Proven Managerial skills  
 \*Accomplished leader \*Advanced strategic planning skills  
 \*Confident communicator \*Financial management \*People management skills \*Networking skills \*Innovative thinking  
 \*Adaptability to meet the goal during changes \*Policy formulation

**KEY RESPONSIBILITIES** : \*Manage integrated sustainable human settlement grants and transfers; \*Monitor and report on housing expenditure; \*Manage compliance of Housing Financial report in terms of PFMA; \*Record management of paid claims; \*Manage the update of National HSS database & consolidate HSS payments.

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

**3. POST NAME** : **MANAGER: PHYSICAL SECURITY (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : **11**  
**SALARY** : **R 569 538.00 (All inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 67/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Security Management or equivalent. Minimum 3 years relevant experience at management level. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of:** \*Sound and in depth knowledge and application of legislative framework governing the **public service e.g** Public Service Regulation; Public Service Act; PFMA. **Skills:** \* Negotiation skills; \*Presentation/Facilitation Skills; \*Report Writing; \*Time management; \*Communication, both formal, and informal; \*Creative/innovative; \*Analytical Thinking skills; \*The ability to communicate at all levels, both verbally and in writing; \*Manage confidential information on corruption and whistle blowing information; \*Conduct classified investigations and loss of departmental assets; \*Must have high standards and proposed levels of achievement; \*Ability to manage conflict situations effectively; \*Ability to motivate and train people; \*Financial Management; \*Good human relations; \*Computer literacy; \*Occupational and Health Safety skills; \*Emergency control management.

**KEY RESPONSIBILITIES** : \* Manage high level security investigations on reported security incidents within the department; \*Manage physical/information security and asset protection; \*Manage security evaluation on sites inspection Manage stakeholders on physical security support to the MEC 's visits o he municipalities; \*Capacitate municipalities on physical/information and security Services.

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

**4.POST** : **MANAGER: HOD'S OFFICE (RE-ADVERTISEMENT)**

*MS*



**SALARY LEVEL** : 11  
**SALARY** : R569 538.00 (All inclusive salary package)  
**CENTRE** : POLOKWANE  
**SUB-DEPARTMENT** : HOD SUPPORT  
**REFERENCE NUMBER** : CoGHSTA 68/15

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Public Administration or equivalent. Minimum 3 years experience at management level. A valid drivers' license.

**KEY COMPETENCIES** : **Knowledge of:** a variety of work ranges and procedures such as Finance, Human resource matters, Planning and organizing, Needs and priorities of stakeholders, Public administration, Compilation of management reports. **Skills**  
 \*Policy analysis and development; \*Analytical thinking; \*Basic Research; \*Problem solving; \*Interpersonal relationship; \*Leadership skills; \*Computer literacy.

**KEY RESPONSIBILITIES** : \*Direct and manage the office of the Head of Department; \*Act as the HOD's principal point of contact with the MEC, Director-General in the Premier's Office and the Heads of other provincial Departments on administrative issues; \*Attend and take record of the more important meetings chaired by the Head of Department; \*Attend to correspondence and submissions on administrative issues referred to the HOD; \*Coordinate communication and interaction between HOD and departmental business units, officials, government agencies, stakeholders and the public; \*Coordinate compilation and submission of reports for HOD to secretariats of the following clusters: Economic cluster, Social cluster and Governance & Admin cluster; \*Ensure that reports are submitted in time. Ensure that HOD's matters are tabled in the agenda for discussion; \*Coordinate the implementation of EXCO decisions in the department.

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

**5. POST** : **MANAGER: FLEET SERVICES (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : 11  
**SALARY** : R569 538.00 (All inclusive salary package)  
**CENTRE** : POLOKWANE  
**SUB-DEPARTMENT** : FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER** : CoGHSTA 69/15

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Transport Management/Logistics or equivalent. Minimum 3 years at management level. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg; Knowledge of a variety of work ranges and procedures such as \*Transport Management \*Transport Circulars \*Public Finance Management Act \*Public Service Act 1994 \*Public Service Regulations 2001 as amended.  
**Skills** Advanced skills such as:\*Communication skills.\*Negotiating skills.\*Facilitation skills.\*Report writing.\*Co-operation skills;\*Liaison skills;\*Networking \*Project Management

*MS*

\*Computer literacy.\*Risk Management \*Report Writing\*People Management \*Financial Management \*Creative Problem solving  
\*Client orientation and Customer care

**KEY RESPONSIBILITIES:**

\*Ensure the procurement of new vehicles: i.e. both government own vehicles and subsidized vehicles;  
\*Manage registration and licensing of state vehicles;  
\*Ensure the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles;  
\*Monitor fuel payment claims of all schemes, MMS, SMS, Scheme A and B monthly running allowance; \*Provide and develop transport manuals and policies; \*Render secretariat services to the Departmental Transport Committee.

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

**6. POST NAME :** **MANAGER: COMMUNITY DEVELOPMENT PROGRAMME (RE-ADVERTISEMENT)**

**SALARY LEVEL :** **11**  
**SALARY :** **R569 538.00 (All inclusive salary package)**  
**CENTRE :** **MOPANI**  
**SUB DEPARTMENT :** **COGTA**  
**REFERENCE NUMBER :** **COGHSTA 70/15**

**REQUIREMENTS :** Appropriate 3 years recognized National Diploma in Public Management and Administration or equivalent and a National Certificate in Community Development will be an added advantage. Minimum 3 years' experience at management level in community work. A valid drivers' license.

**KEY COMPETENCIES :** **Knowledge of:** \*Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. **Skills:** \*Negotiation skills; \* Presentation skills ;People management skills;\*Time management; \* Communication; \* Computer skills and \* Numeracy skills. Policy Development and implementation and analysis, Diversity Management, Human Relations. Leadership Skills.

**KEY RESPONSIBILITIES :** \* Manage the implementation of CDP in the Province  
Manage the implementation of African Peer Review Mechanism.  
Manage the implementation of government programme of action and Manage human and material resources.

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

**7. POST NAME :** **MANAGER: ASSETS REGISTER MANAGEMENT (RE-ADVERTISEMENT)**

**SALARY LEVEL :** **11**  
**SALARY :** **R 569 538.00 (All inclusive salary package)**  
**CENTRE :** **POLOKWANE**  
**SUB DEPARTMENT :** **ISHS**  
**REFERENCE NUMBER :** **CoGHSTA 71/15**

**REQUIREMENTS :** Appropriate 3 years recognized National Diploma in Public Management / Financial Management / Real Estate or equivalent. Minimum 3 years relevant experience at

management level. A valid driver's license.

- KEY COMPETENCIES** : **Knowledge of:** \* Sound and in depth knowledge of relevant prescripts, \*Application of the legislative framework governing the Public Service e.g: Housing Code, Housing Act, Municipal Systems Act, Municipal Finance Act, Public Service Act, Labour Relation Act, PFMA, etc. **Skills:** \* Negotiation skills; \*Presentation skills; \*People management skills; \*Time Management; \*People management, \*Communication, both formal, and informal.
- KEY RESPONSIBILITIES** : \* Manage the transfer & registration of housing assets through enhanced extended discount benefits scheme (EEDBS) and phasing out programme (POP); \*Manage the updating the immovable assets register; \*Manage the registration and endorsement of the title deeds and deeds of grant for low cost housing projects; \*Manage the rectification programme for government fixed properties; \*Manage the proclamation of non- formal areas and opening of township register; \*Manage the valuation of EEDBS properties.
- ENQUIRIES** : **Ms Mokhomole Makgano (015) 294 2286**
- 8. POST** : **MANAGER: SALARY SERVICES (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : **11**  
**SALARY** : **R569 538.00 (All inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**SUB-DEPARTMENT** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER** : **COGHSTA 72/15**
- REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Financial Management, Commerce, Auditing or equivalent. Minimum 3 years experience at management level.
- KEY COMPETENCIES** : **Knowledge of** BAS, PFMA, PPPFA, treasury regulations, Batho Pele principles, DORA, Public Service Act, computer literacy and delegation of authority  
**Skills** \*Negotiation skills.\*Presentation skills.\*People management skills.\*Time management.\*Communication  
\*Computer skill \*Numeracy skills \*Conflict resolution skills
- KEY RESPONSIBILITIES** : \*Manage allowances; \*Manage payrolls; \*Manage deductions.  
**ENQUIRIES** : **Mr Monkoe Mphodi (015) 294 2223**
- 9. POST** : **MANAGER: CONTRACTUAL PAYMENTS (RE-ADVERTISEMENT)**  
**SALARY LEVEL** : **11**  
**SALARY** : **R569 538.00 (All inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**SUB-DEPARTMENT** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 73/15**
- REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Financial management, Commerce and Auditing or equivalent. Minimum 3 years relevant experience at management level.

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

**KEY RESPONSIBILITIES** : \*Manage Intergrated Human Settlement Grants; \*Monitor Housing Expenditure; \*Manage and consolidate payment claims on Bas; \*Reporting in terms of DORA; \*Manage safekeeping of housing claims vouchers.

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

**10. POST** : **MANAGER: DEBTORS AND REVENUE (RE-ADVERTISEMENT)**

**SALARY LEVEL** : **11**

**SALARY** : **R569 538.00 (All inclusive salary package)**

**CENTRE** : **POLOKWANE**

**SUB-DEPARTMENT** : **FINANCIAL MANAGEMENT SERVICES**

**REFERENCE NUMBER** : **CoGHSTA 74/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Financial Management, Commerce and Auditing or equivalent. Minimum 3 years experience at management level.

**KEY COMPETENCIES** : **Knowledge:** 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, treasury regulation,DORA, MFMA,; \*knowledge of government financial system and other related accounting software; \*Knowledge in policy development and formulation  
**Skills** \*Financial skills; \*Computer skills; \*Presentation skills; \*People management skills; \*Time management;  
\*Communication, both formal, and informal; \*Moderate analytical Skills; \*Strong leadership and managerial skills.

**KEY RESPONSIBILITIES** : \*Revenue Management; \*Debt Management; \* Banking and Cashflow Management; \*Accounting and Reporting; \* Manage: Financial and Physical Resources

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

**11.POST** : **MANAGER: IDP (RE-ADVERTISEMENT)**

**SALARY LEVEL** : **11**

**SALARY** : **R532 278.00 (All inclusive salary package)**

**CENTRE** : **SEKHUKHUNE**

**SUB-DEPARTMENT** : **CoGTA**

**REFERENCE NUMBER** : **CoGHSTA 75/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 3 years at management level. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Municipal Systems Act, MFMA, IGR Act Municipal Structures Act, South Africa Constitution.

**Skills** \*Presentation skills.\*People management skills.\*Time management.\*Communication, both formal, and informal.  
Report writing skills

- KEY RESPONSIBILITIES :** \*Managing liaison with municipalities and sector Department regarding the IDP processes in the district; \*Providing strategic support in the drafting of the IDP analysis and the annual IDP assessment report; \*Manage the IDP stakeholder's database; \*Manage compilation of "monthly performance" and "quarterly evaluation" reports of ISRDP municipalities, namely Sekhukhune and Maruleng Municipalities.
- ENQUIRIES :** **Ms Mokhomole Makgano (015) 294 2286**
- 12. POST NAME :** **MANAGER: ELECTIONS & INTERGOVERNMENTAL COORDINATION**
- SALARY LEVEL :** **11**
- SALARY :** **R 569 538.00 (All inclusive salary package)**
- CENTRE :** **POLOKWANE**
- SUB DEPARTMENT :** **COGTA**
- REFERENCE NUMBER :** **COGHSTA 76/15**
- REQUIREMENTS :** Appropriate 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 3 years' experience and valid drivers' license.
- KEY COMPETENCIES :** **Knowledge of:** \*Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Constitution 1996, Municipal Structures Act 1998, Municipal Demarcation Act, 1998, Municipal Systems Act, 2000, Intergovernmental Framework Act, Electoral Act, PFMA and PSA.. **Skills:** \*Negotiation; \*Presentation; \*People management; \*Time management; \*Communication, both formal, and informal..
- KEY RESPONSIBILITIES :** \* Facilitate, co-ordinate and support demarcation of municipal boundaries and ward delimitation; Facilitate, co-ordinate and support election process ,national, provincial and local including by-elections; Facilitate. coordinate and support voter education and awareness campaigns; Monitor the constitution and functionality of municipal IGR structures. Support and coordinate Municipal International Relations.
- ENQUIRIES :** **Ms Mokhomole Makgano (015) 294 2286**
- 13. POST NAME :** **MANAGER: RISK ASSESSMENT & REDUCTION**
- SALARY LEVEL :** **11**
- SALARY :** **R 569 538.00 (All inclusive salary package)**
- CENTRE :** **POLOKWANE**
- SUB DEPARTMENT :** **COGTA**
- REFERENCE NUMBER :** **COGHSTA 77/15**
- REQUIREMENTS :** Appropriate 3 years recognized National Diploma in Disaster Management or equivalent. Minimum 3 years' experience in Disaster Management field and valid driver's license.



**KEY COMPETENCIES** : **Knowledge of:** \*Public Service Regulation; \*Public Service Act; \*Disaster Management Act, National Disaster Management Framework of 2005. Public Finance Management Act (PFMA).  
**Skills:** \*Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal and informal; \*Computer skill; \*Numeracy skill; \*Creative/Innovative; \*Analytical thinking skills.

**KEY RESPONSIBILITIES** : \* Ensure that all stakeholders compile integrated disaster risk management plans; \* Determine priority risk areas; \*Develop disaster risk reduction plan; \*Implement and monitor disaster risk reduction programmes and plans; Compile and implement contingency plans for various hazards \*Manage resources( human & physical).

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

**14. POST NAME** : **DEPUTY MANAGER: DEEDS SERVICES**  
**SALARY LEVEL** : **10**  
**SALARY** : **R 361 659.00 per annum**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **COGTA**  
**REFERENCE NUMBER** : **CoGHSTA 78/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Deeds or equivalent. \*Minimum of 3 years relevant 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, etc Proclamation R 293/62,45 of 1990,Deeds Registries Act,47 of 1937,\***Skills in:** \*Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal, and informal; \*Financial Management; \*Conflict Resolution; \*Project Management; \*Leadership Skills.

**KEY RESPONSIBILITIES** : \*Facilitate and manage the process issuing of new registration of deeds of grants; Manage and coordinate the transfer of immovable properties; Manage and facilitate cancellation of charges/bonds; Manage and coordinate the issuing of certified copies of deeds; Prepare documents for lodgement and registration at the Deeds Office-Pretoria.

**ENQUIRIES** : **Ms Mphati Mokgadi (015) 294 2071**

**15. POST NAME** : **DEPUTY MANAGER: ICT INFRASTRUCTURE (2 POSTS)**  
**SALARY LEVEL** : **09**  
**SALARY** : **R 289 761.00 per annum**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 79/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Information Technology( N+; MCSE; Security; ITIL; PMBok) or equivalent. Minimum 3 years relevant experience. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of:** \*Wide range of work procedures: (Finance; HR

Matters; Training; Planning and organizing; Computers; Networks; Research; Project management; Procurement directives and procedures **Skills** \* Mathematics; \*Organising; \*Ability to work independently; \*Ability to operate computer; \*Problem solving; \*Interpersonal relationship; \*Conflict Management; \*Project management; \*Budgeting.

**KEY RESPONSIBILITIES** : \* Develop infrastructure plans for the department and municipalities; \* Maintain server environment within the department and municipalities; \* Maintain network infrastructure for the department and municipalities.

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

**16. POST NAME** : **DEPUTY MANAGER: SUBSIDY ADMIN**  
**SALARY LEVEL** : **09**  
**SALARY RANGE** : **R 289 761.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **ISHS**  
**REFERENCE NUMBER** : **CoGHSTA 80/15**

**REQUIREMENTS** : \* Appropriate 3 years recognized National Diploma in Public Management /Administration or equivalent. \*Minimum of 3 years' relevant experience.

**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, PFMA, etc. Understanding of Housing Subsidy Systems  
**Skills:** \* Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \*Co-ordinate Housing Demand Database; Coordinate administration of subsidy application; Co-ordinate normalization of housing beneficiaries;

**ENQUIRIES** : **Ms Mphati Mokgadi (015) 294 2071**

**17. POST NAME** : **DEPUTY MANAGER: ASSET SERVICES**  
**SALARY LEVEL** : **09**  
**SALARY RANGE** : **R 289 761.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **FINANCIAL MANAGEMENT**  
**REFERENCE NUMBER** : **CoGHSTA 81/15**

**REQUIREMENTS** : \* Appropriate 3 years recognized National Diploma in Logistics or equivalent. \*Minimum of 3 years' relevant experience in Supply Chain Management.

**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, PFMA, etc. **Skills:** \* Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal, and informal; \*Computer skill;

\*Numeracy skill; \*Problem solving and analysis; \*Service delivery Innovation; \*Financial Management  
Supply chain management

**KEY RESPONSIBILITIES** : \*Co-ordinate departmental movable assets plan; \* Co-ordinate departmental movable assets register; \*Co- ordinate the capital expenditure budget; \*Co-ordinate the assets disposal and maintenance strategies; \*Ensure representation of the department in provincial assets forum; \*Formulate and manage assets management policy and procedure manuals; \*Ensure representation of the department in provincial assets forum; \*Manage physical verification of assets.

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

**18. POST** : **MUNICIPAL COMMUNICATION OFFICER**  
**SALARY LEVEL** : **08**  
**SALARY** : **R 243 747.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 82/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Communication Studies/ Public Relations or equivalent. Minimum 3 years' experience and a valid driver's license.

**KEY COMPETENCIES** : **Knowledge of** Understanding of the public service environment; \*Understanding of the relevant communication and information Legislation; \*Knowledge management; \*Public Relations; \*Media Relations; \*Establishment of Community of Practices(CoP 's); \*Project Management; \*Financial Management; \*Planning and Organising; \*Applicable legislations; \*Service Delivery Improvement; \*Procurement Policies; \*Strategic Resources Mobilization; \*Other relevant legislation; \*PFMA; \*MFMA; \*Other relevant legislation. **Skills** \*Negotiation skills; \*Report Writing; \*Presentation/Facilitation skills; \*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; \*Program and project management; \*Change Management; \*Strategic Management.

**KEY RESPONSIBILITIES** : \*Provide Communication Support Services; \*Evaluate the communication capacity of municipalities; \*Provide Public Relations Municipalities

**ENQUIRIES** : **Mr Mathonsi Siza (015) 294 2094**

**19. POST** : **IT HELP DESK OFFICER**  
**SALARY LEVEL** : **08**  
**SALARY** : **R 243 747.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 83/15**

**REQUIREMENTS** : Appropriate 3 years recognized National Diploma in Computing (A+; ITIL) or equivalent. Minimum 3 years' experience.

*MS*

**KEY COMPETENCIES** : **Knowledge of:** \*ICT Environment; \*BMC Remedy System; \*Working knowledge of office automation Tools; \*Good understanding of the Departmental Functions; \*Understanding of the physical integration of the PC components; \*Public Service Regulations. **Skills** \* Interpersonal skills; \*Communication skills; \*Problem solving skills; \*Basic knowledge of networking, desktop and server environment; \*Conscientious and methodical worker; \*Well organized and responsive to user needs.

**KEY RESPONSIBILITIES** : \* Handling incoming calls, diagnose and assists officials with ICT enquiries and complaints; \* Refer unresolved logged calls immediately to ict technicians; \* Conduct periodic user satisfaction survey and track user problem trends and make appropriate recommendations based on the survey results.

**ENQUIRIES** : **Mr Mathonsi Siza (015) 294 2094**

**20. POST** : **ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS**  
**SALARY LEVEL** : **08**  
**SALARY** : **R 243 747.00 p.a**  
**CENTRE** : **PHOOKO T/C**  
**SUB DEPARTMENT** : **COGTA**  
**REFERENCE NUMBER** : **CoGHSTA 84/15**

**REQUIREMENTS** : Appropriate recognized National Diploma in Public Management and Administration or equivalent .A valid driver's license. Minimum 3 years' experience.

**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** \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time management.\*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \*Management of finances of traditional council; \*Providing administrative services to the traditional Council: \*Management of events of traditional council; \*Monitoring implementation of initiation school Act; \*Administration of tribal court proceedings.

**ENQUIRIES** : **Ms Mphati Mokgadi (015) 294 2071**

**21. POST NAME** : **COMMUNITY DEVELOPMENT WORKER: CDP**  
**SALARY LEVEL** : **06**  
**SALARY** : **R 158 985 .00 p.a**  
**CENTRE** : **BA-PHALABORWA MUNICIPALITY (WARD 13)**  
**SUB DEPARTMENT** : **COGTA**  
**REFERENCE NUMBER** : **COGHSTA 85/15**

**REQUIREMENTS** : Grade 12 certificate and a National Certificate in Community Development. \*Minimum 1 year experience in community work. A valid driver's license.

**KEY COMPETENCIES** : **Knowledge of:** \*Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. **Skills:** \*Negotiation skills; \* Presentation skills

;People management skills;\*Time management; \* Communication; \* Computer skills and \* Numeracy skills

**KEY RESPONSIBILITIES** : \*Inform and assist communities with access to the services provided by government structures, \* Determine the needs of communities and communicate these to the relevant government structures, \* Promote networks and enhance the 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 mechanism to access the services, and \* Conduct ward profiling.

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

**22. POST** : **ADMIN CLERK: LOGISTICS**  
**SALARY LEVEL** : **06**  
**SALARY** : **R 158 985.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB-DEPARTMENT** : **FINANCIAL MANAGEMENT**  
**REFERENCE NUMBER** : **CoGHSTA 86/15**

**REQUIREMENTS** : Grade 12 certificate. A valid driver's license. Minimum of 1 year experience.

**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** \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time management.\*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \* Process requisitions in the finest system; \* Process orders in the bass system; \* Initiate the compilation payment vouchers; \* Assist in the keeping of commitment in the budget up to date; \* Assist in annual stock count; \* Ensure that stores level are adhere to; \* Administer the distribution of stock and materials; \* Reconciliation of tally card physical stores; \* Distribute orders to service provider.

**ENQUIRIES** : **Mr Mathonsi Siza (015) 294 2094**

**23. POST** : **AUXILLIARY SERVICES OFFICER: SPATIAL PLANNING (2 POSTS)**  
**SALARY LEVEL** : **06**  
**SALARY** : **R 158 985.00 p.a**  
**CENTRE** : **CAPRICORN & WATERBERG**  
**SUB-DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 87/15**

**REQUIREMENTS** : Grade 12 certificate. A valid driver's license.

**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** \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time management.\*Communication, both

formal, and informal.

- KEY RESPONSIBILITIES** : \*Provision of logistical support for the spatial planner, mapping of areas for land development planning; \*Maintaining survey plan room and ensure safe keeping of diagrams; \*Identification and confirmation of boundary and beacons; \*Confirmation of sites for deeds office.
- ENQUIRIES** : **Ms Monyela Hlokammoni (015) 294 2073**
- 24. POST** : **FINANCE CLERK: TRADITIONAL AFFAIRS**  
**SALARY LEVEL** : **05**  
**SALARY** : **R132 399.00 p.a**  
**CENTRE** : **PHOOKO T/C**  
**SUB-DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 88/15**
- REQUIREMENTS** : Grade 12 certificate. A valid driver's license.
- 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** \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time management.\*Communication, both formal, and informal.
- KEY RESPONSIBILITIES** : \*Collection of revenue and banking with the district Office; \*Manage procurement process; \*Prepare payrolls; \*Maintenance of commitment register.
- ENQUIRIES** : **Mr Tleane Khulou (015) 294 2068**
- 25. POST** : **CLEANERS**  
**SALARY LEVEL** : **02**  
**SALARY** : **R 78 156. 00 p.a**  
**CENTRE** : **SELEKA T/C**  
**SUB-DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 89/15**
- REQUIREMENTS** : Grade 10.
- KEY COMPETENCIES** : **Knowledge of** : operating cleaning equipments and Occupational Health and safety Act. **Skills in** : Cleaning Skills, time management, organizing, good human relations Communication skills.
- KEY RESPONSIBILITIES** : Provision of cleaning services, keep and maintain cleaning materials and equipment.
- ENQUIRIES** : **Mr Tleane Khulou (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 form Z83 obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. Certified copies of your identity document, driver's license where required and qualifications as well as a CV must be attached. 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) HR Records (First floor).

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 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. Those who have previously applied for the re-advertised posts are advised to re-apply.**

**Note:** Contents of this Circular will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

**CLOSING DATE: 10<sup>th</sup> September 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.