



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Ref : S 4/1
Enq : Mahlangu VM
Tel No : (015) 294 2046
Date : 26 January 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 02 OF 2015

ADVERTISEMENT OF POSTS: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by certified copies of educational qualifications, Identity document and detailed/comprehensive C.V. **Faxed or e-mailed applications will not be considered.** Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants

Note: The contents of this Circular is also available in the following media: Sunday World (25 January 2015), Sowetan (27 January 2015) and they will also be posted on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

3. Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).

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

CLOSING DATE: 13 February 2015

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



HEAD OF DEPARTMENT

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

The heartland of southern Africa – development is about people!



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** : **SENIOR MANAGER: HUMAN SETTLEMENT DEVELOPMENT, REGION B (MOPANI DISTRICT)**
- SALARY LEVEL** : **13**
- SALARY** : **R 819 126.00 (All inclusive salary package)**
- CENTRE** : **POLOKWANE**
- SUB DEPARTMENT** : **ISHS**
- REFERENCE NUMBER** : **CoGHSTA 01/15**
- REQUIREMENTS** : Appropriate recognized Bachelor's degree/ Advance diploma or Equivalent in Built environment profession preferably Civil Engineering, Project Management, Quantity Surveying or Architect (NQF 7). Minimum 3 years experience in Civil Engineering/ Construction Project Management 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, Public Service Act, Labour Relation Act, PFMA ,etc **Skills:** Negotiation *Presentation *People management *Time management* Communication, both formal and informal *Project Management* MS Excel, Powerpoint, MS Projects * Financial management* Relationship management *Coordination *Analytical thinking*Report writing* National building regulation* Building construction prescripts, contracts management* Conflict management*Planning and costing of house designs*Circuit engineering*Construction Project Management.
- KEY RESPONSIBILITIES:** *Manage EPHP and Community Residential Unit*Manage emergency housing, rural, farm workers, rental housing, credit linked, rectification programme and installation* Facilitate responses to queries from SCOPA, AG and other Stakeholders* Manage resources (Financial, Human and Physical)* Risk and contracts management.
- ENQUIRIES:** **Ms Mahlangu Violet (015) 294 2046**
- 2. POST NAME** : **MANAGER: HOUSING FINANCE**
- SALARY LEVEL** : **12**
- SALARY** : **R630 822.00 (All inclusive salary package)**
- CENTRE** : **POLOKWANE**
- SUB DEPARTMENT** : **FINANCIAL MANAGEMENT SERVICES**
- REFERENCE NUMBER** : **CoGHSTA 02/15**

- REQUIREMENTS** : Appropriate recognized Bachelor degree/ Advance Diploma in Financial Management, B Com Accounting ,Commerce , Auditing(NQF 7)
Minimum 3 years relevant experience at management level
- KEY COMPETENCIES** : **Knowledge of** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act,PFMA, Treasury Regulations, DORA, MFMA, Housing Act, Housing Code Understanding of the public services environment, HR matters, finance, Planning and Organising, Applicable legislations. **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**
SALARY LEVEL : **12**
SALARY : **R 630 822.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 03/15**
- REQUIREMENTS** : Appropriate recognised B degree/Advanced diploma in Security Management or equivalent qualification (NQF 7).Minimum 3 years relevant experience at management level.
- 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: PERFORMANCE, MONITORING AND EVALUATION**

SALARY LEVEL : **12**

SALARY : **R630 822.00 (All inclusive salary package)**

CENTRE : **WATERBERG**

SUB-DEPARTMENT : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 04/15**

REQUIREMENTS : Appropriate recognized B Degree or equivalent (NQF 7)
Minimum 3 years relevant experience at management level.
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., *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 : *Coordinate, consolidate and analyse municipal performance reports in terms of Municipal Systems Act and Municipal Financial Management Act; *Monitor and support municipalities on the implementation of Outcome 9 and Back to Basics; *Monitor and support municipalities on the filling of senior manager's posts; *Monitor and support municipalities on the implementation of Performance Management Systems.

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

5.POST : **MANAGER: HOD'S OFFICE**

SALARY LEVEL : **12**

SALARY : **R630 822.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB-DEPARTMENT : **HOD SUPPORT**

REFERENCE NUMBER : **CoGHSTA 05/15**

REQUIREMENTS : Appropriate recognized B Degree or equivalent (NQF 7).
Minimum 3 years relevant experience in office administration at management level. 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.
Mr Monkoe Mphodi (015) 294 2223

ENQUIRIES

6. POST
 SALARY LEVEL
 SALARY
 CENTRE
 SUB-DEPARTMENT
 REFERENCE NUMBER

MANAGER: FLEET SERVICES
 12
 R630 822.00 (All inclusive salary package)
POLOKWANE
FINANCIAL MANAGEMENT SERVICES
 CoGHSTA 06/15

REQUIREMENTS

Appropriate recognized B. Degree in Transport Management or Logistics / Advance Diploma or equivalent (NQF 7) Minimum 3 Years. Experience at management level. A valid drivers 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 *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.
Mr Monkoe Mphodi (015) 294 2223

ENQUIRIES

7. POST NAME
 SALARY LEVEL
 SALARY
 CENTRE
 SUB DEPARTMENT
 REFERENCE NUMBER

MANAGER: MICB
 12
 R630 822.00 (All inclusive salary package)
VHEMBE
 CoGTA
 CoGHSTA 07/15

REQUIREMENTS : Appropriate recognized Bachelor's degree in Public Administration, Local Government /Project Management or equivalent (NQF 7). Minimum of 3 years relevant management experience.

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 & Time management* Communication , both formal and informal * leadership * Performance management *project management *negotiation & computer

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**

8. POST NAME : **MANAGER: COMMUNITY DEVELOPMENT PROGRAMME**
SALARY LEVEL : **11**
SALARY : **R532 278.00 (All inclusive salary package)**
CENTRE : **CAPRICORN**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **COGHSTA 08/15**

REQUIREMENTS : Appropriate recognized B.Degree in Public Management and Administration/ Advance Diploma (NQF7) and a National Certificate in Community Development will be an added advantage*Minimum 3 years' experience at management level in community work. 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**

9. POST NAME : **MANAGER: ASSETS REGISTER MANAGEMENT**
SALARY LEVEL : **11**
SALARY : **R 532 278.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **ISHS**
REFERENCE NUMBER : **CoGHSTA 09/15**

REQUIREMENTS : Appropriate recognized Bachelor's degree in Public management / financial management / Real Estate/ LLB or equivalent (NQF 7). Minimum 3 years relevant experience at management level.

KEY COMPETENCIES : **Knowledge of:** * Sound and in depth knowledge of relevant prescripts, *Application of the legislative framework governing the Public Service 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**

10. POST : **MANAGER: SALARY SERVICES**
SALARY LEVEL : **11**
SALARY : **R532 278.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **COGHSTA 10/15**

REQUIREMENTS : Appropriate recognized Bachelor degree / Advance Diploma in Financial Management, B Com Accounting, Commerce, Auditing. (NQF 7). *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 skills *Conflict resolution skills

KEY RESPONSIBILITIES : *Manage allowances; *Manage payrolls; *Manage deductions.
ENQUIRIES : **Mr Monkoe Mphodi (015) 294 2223**

11. POST : **MANAGER: CONTRACTUAL PAYMENTS**
SALARY LEVEL : **11**
SALARY : **R532 278.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 11/15**

REQUIREMENTS : Appropriate recognized B.Degree Advanced Diploma/ in Financial management, B Com Accounting, Commerce and

		Auditing (NQF 7). 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
12. POST	:	MANAGER: DEBTORS AND REVENUE
SALARY LEVEL	:	11
SALARY	:	R532 278.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 12/15
REQUIREMENTS	:	Appropriate recognized B.Degree Advanced Diploma/ in Financial management, B Com Accounting , Commerce and Auditing(NQF 7). Minimum 3 years relevant 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
13.POST	:	MANAGER: IDP
SALARY LEVEL	:	11
SALARY	:	R532 278.00 (All inclusive salary package)
CENTRE	:	SEKHUKHUNE
SUB-DEPARTMENT	:	CoGTA
REFERENCE NUMBER	:	CoGHSTA 13/15
REQUIREMENTS	:	Appropriate recognized B. Degree in Public Management and Administration/Advance Diploma /or equivalent (NQF 7). Minimum 3 years relevant 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
14. POST NAME	:	CHIEF CONSTRUCTION PROJECT MANAGER
SALARY LEVEL	:	OSD
SALARY RANGE	:	R 756 999.00 – R 865 551.00 (All inclusive salary package)
CENTRE	:	WATERBERG DISTRICT
SUB DEPARTMENT	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 14/15
REQUIREMENTS	:	Appropriate recognized Bachelor's degree in Built Environment Science or equivalent (NQF7). A Valid drivers' license. *Minimum 3 years relevant experience at management level.
KEY COMPETENCIES	:	Knowledge of: * Technical Competency , e.g Knowledge of Construction Science;*Construction Processes; *Design process; *Financial and Cost Factors Project Management , e.g *Facilitate a development of a clear brief; *Co-ordinate and monitor project Initiation program; *Understanding of construction contracts; *Sound and in depth knowledge of relevant prescripts, *Application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, Housing Act, Housing Code, Housing Consumer Protection Act, Project and Construction Management Profession Act, etc. Skills: *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	:	* Monitor the implementation of EPHP and community residential unit; *Monitor the implementation of emergency housing, rural, farm workers, Institutional, credit linked, rectification services.
ENQUIRIES	:	Ms Mokhomole Makgano (015) 294 2286
15. POST NAME	:	CONSTRUCTION PROJECT MANAGER
SALARY LEVEL	:	(OSD)
SALARY RANGE	:	R 516 345.00. 00 – R 556 248.00(All inclusive salary package)

CENTRE : **WATERBERG DISTRICT**
SUB DEPARTMENT : **ISHS**
REFERENCE NUMBER : **CoGHSTA 15/15**

REQUIREMENTS : Appropriate recognized National Diploma or equivalent qualification (NQF 6) in Built Environment Profession (Civil Engineering, Construction Management, Building Science, Quantity Surveying, Architect, Project Management). *Minimum 3 years relevant experience and a valid driver's license.

KEY COMPETENCIES : **Technical Competency**, e.g Knowledge of Construction Science;*Construction Processes; *Design process; *Financial and Cost Factors **Project Management**, e.g *Facilitate a development of a clear brief; *Co-ordinate and monitor project Initiation program; *Understanding of construction contracts; *Sound and in depth knowledge of relevant prescripts, *Application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, Housing Act, Housing Code, Housing Consumer Protection Act, Project and Construction Management Profession Act, etc. **Skills:***Negotiation skills; *Presentation skills; *People management skills; *Time management; *Communication skills*Report writing skills*Information management.

KEY RESPONSIBILITIES : *Manage and monitor Rural housing, Emergency housing, EPHP, Farm Workers Housing, Informal Settlement Upgrading, Social Housing, FLISP, Project Linked, Rectification program, Community Residential Units, Engineering Services, Incremental Intervention and Social Amenities; *Provide progress reports (financial and non-financial); *Render and provide technical advice to management, municipalities and other stakeholders on housing and infrastructure development; *Manage and monitor quality on site; *Manage project budget and do cash flow Projection; *Manage consultants.

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

16. POST NAME : **TOWN & REGIONAL PLANNER PRODUCTION GRADE A (5 POSTS)**

SALARY LEVEL : **OSD**
SALARY RANGE : **R 444 921.00 – R 479 298.00 (All inclusive salary package)**
CENTRE : **ALL 5 DISTRICTS**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 16/15**

REQUIREMENTS : Appropriate recognized Bachelor's degree in Urban/Town and Regional Planning or equivalent (NQF7).*Compulsory registration with SACPLAN as a Professional/Technical Town and Regional Planner (T&R) on appointment.*Minimum 2 years relevant experience required. A valid driver's license.

KEY COMPETENCIES : **Knowledge of:*** Programme and project management; *T & R Principles and methodologies; *Research and development; *Computer-aided applications; *T & R knowledge of legal compliance;*Creating high performance culture Technical consulting; *Professional judgment. **Skills:** *Decision making; *Team leadership; *Analytical skill; *Creativity; *Self-

management; *Financial management; *Customer focus and responsiveness; *Communication skills; *Computer literacy; *Delegation and development of others; *Planning, organizing and execution; *Ability to manage conflict; *Problem solving and analysis; *Insight; *People management skills; *Change management

KEY RESPONSIBILITIES : * Ensure the application of town and regional planning principles in land development; *Human capital development; *Office administration and budget planning; *Research and development.

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

17. POST NAME : **DEPUTY MANAGER: PHYSICAL SECURITY**
SALARY LEVEL : **10**
SALARY : **R 337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 17/15**

REQUIREMENTS : Appropriate recognized National Diploma in Security Management or equivalent qualification (NQF 6). Minimum 3 years relevant experience.

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:** *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 : * Coordinate the implementation of MISS/PISP within the department and assist municipalities; * Establish and monitor access control system within the department and assisting the municipalities; * Establish security screening (Vetting) procedures and implementation; * Coordination of Information and Physical Security awareness workshops and training; * Monitoring of private security service providers and assist municipalities with the development of private security specifications; * Ensure the provision and coordination of physical security support to the MEC's visits to Municipalities; * Develop and implement the Vetting strategy in the department and the Municipalities; * Develop a scheduled Physical and Information Security Audit program;

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

18. POST : **DEPUTY MANAGER: ACQUISITION**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**

SUB-DEPARTMENT : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **COGHSTA 18/15**

REQUIREMENTS : Appropriate recognized National Diploma or equivalent (NQF level 6) in the field of Financial Management. Minimum of 3 years' experience within Supply Chain Management environment and a valid driver's license.

KEY COMPETENCIES : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, etc. Should have negotiation skills, presentation skills, people management skills, time management skills and communication skills.

KEY RESPONSIBILITIES : *Monitor and implement quotation based procurement, open bids procurement, *Provision of secretariat services to bid evaluation and adjudication committee, *The publication of bidding information in Provincial bulletin, departmental website and other media, *The conclusion and signing of contracts with appointed service providers

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

19. POST : **DEPUTY MANAGER: DEMAND**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **COGHSTA 19/15**

REQUIREMENTS : An appropriate recognized National Diploma in Logistics or equivalent (NQF 6). Minimum of 3 years' experience within Supply Chain Management environment and 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, * Public Service Act, *Labour Relations Act, *PFMA, PPPFA, **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

KEY RESPONSIBILITIES : *Monitor the expenditure, commodity and industry analyses Process; *Monitor and implement the supplier database; *Monitor the identification of future needs; *Monitor the compilation and implementation of terms of reference/specifications for goods and services required; *Determine and capture of needs identified; *Identification of critical delivery dates, doing expenditure analysis; *Understanding the business needs, and planning for future needs Strategic sourcing of the Department.

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

20.POST : **DEPUTY MANAGER: PERFORMANCE MONITORING AND EVALUATION (2 posts)**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**

CENTRE : **SEKHUKHUNE & VHEMBE**
SUB-DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 20/15**

REQUIREMENTS : Appropriate National Diploma or equivalent (NQF 6) Minimum 3 years relevant experience. 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., *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 : *Coordinate and consolidate the MEC reports on the state of Municipalities; *Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; *Audit the implementation of PMS of PMS by municipalities on annual basis; *Audit the implementation of PMS of PMS by municipalities on annual basis and monitoring of the employment contracts of s57 Managers.

ENQUIRIES : **Ms Mphati Mokgadi 015 294 2074**

21.POST : **DEPUTY MANAGER: STRATEGIC PLANNING**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 21/15**

REQUIREMENTS : Appropriate recognized National Diploma or equivalent (NQF 6) Minimum 3 years relevant experience. 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., *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 : *Manage the process of strategic formulation in the department and develop the strategic plan document; *Conduct scenario planning to ensure a robust departmental strategic plan; *Conduct environmental assessment to ensure that our strategies always respond and adapt to triggers of change in the environment when necessary; *Manage alignment of the department plans to PGDS.

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

22.POST : **DEPUTY MANAGER : CONDITIONS OF SERVICE**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 22/15**

REQUIREMENTS : Appropriate recognized National Diploma in Human Resource Management or equivalent (NQF6). Minimum 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 Relation Act, PFMA, etc **Skills** *Negotiation skills.*Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.

KEY RESPONSIBILITIES : *Coordinate the administration of Leaves; *Coordinate the administration of pensions; *Coordinate implementation of allowances and emoluments; *Coordinate the implementation of job evaluation results.

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

23. POST NAME : **DEPUTY MANAGER: CDP**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **SEKHUKHUNE**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **COGHSTA 23/15**

REQUIREMENTS : Appropriate recognized National Diploma in Public Management and Administration (NQF6) and a National Certificate in Community Development will be an added advantage*Minimum 3 years relevant experience in community work. 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. Leadership skills. Diversity Management. Policy development and analysis skills.

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

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

24. POST NAME : **DEPUTY MANAGER: MICB**
MUNICIPAL INSTITUTIONAL CAPACITY BUILDING
SALARY LEVEL : **10**
SALARY : **R 337 998.00 p.a**
CENTRE : **SEKHUKHUNE**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 24/15**

REQUIREMENTS : Appropriate recognized National Diploma in Municipal Administration/Project management or equivalent qualification (NQF 6). Minimum 3 years relevant experience.

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; *People management; *Time management; *Communication both formal, and informal; * Project Management; *Strategic capacity and leadership; *Skills assessment and accreditation; *Planning.

KEY RESPONSIBILITIES : * Support with the implementation of provincial municipality capacity building strategy; *Support with the implementation of key national and provincial capacity building programmes such as project consolidate; *Assess and evaluate the impact of capacity building programmes; *Identify capacity gaps and propose capacity building intervention.

ENQUIRIES : **Ms Mphati Mokgadi (015) 294 2074**

25.POST : **DEPUTY MANAGER : HELP DESK**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 25/15**

REQUIREMENTS : Appropriate recognized National Diploma in Public Management and Administration or equivalent (NQF6). A valid driver's license. Minimum 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 Relation Act, PFMA, etc **Skills** *Negotiation skills.*Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.

KEY RESPONSIBILITIES : *Attend to unresolved complex housing logged queries and update the BMC remedy user; *Attend to face housing related queries counter service from municipalities, beneficiaries, developers and other housing related stakeholders; *Prepare progress reports and provide analysis of housing logged calls; *Make follow- up calls with customers to determine if service rendered is efficient; *Coordinate and prioritize housing queries as per impact and criticality; *Coordinate and liaise with Housing Stakeholders regarding housing related queries.

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

26.POST : **DEPUTY MANAGER : RESEARCH AND POLICY COORDINATION**
SALARY LEVEL : **10**
SALARY : **R337 998.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **HOD SUPPORT**

REFERENCE NUMBER : **CoGHSTA 26/15**

REQUIREMENTS : Appropriate recognized LLB Degree (NQF 7).
Minimum 3 years relevant 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., *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 : *To conduct research and identify best practices to the Department, Municipal Capacitation, and Provide Administration Services.

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

27.POST : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION (3 POSTS)**

SALARY LEVEL : **08**

SALARY : **R227 802.00 p.a**

CENTRE : **POLOKWANE**

SUB-DEPARTMENT : **CORPORATE SERVICES**

REFERENCE NUMBER : **COGHSTA 27/15**

REQUIREMENTS : Appropriate recognized National Diploma in Human Resource Management/ Public Management and Administration or equivalent (NQF 6) Minimum 2 years relevant experience.

KEY COMPETENCIES : **Knowledge of *Public Service Regulation *Public Service Act *Labour Relations Act *Basic Conditions of Employment Act *Human Resource Skills *Negotiationskills.*Presentation/Facilitation skills.*Report / minute Writing *Time management.*Communication, both formal, and informal.*Creative/innovative, analytical thinking and customer care**

KEY RESPONSIBILITIES : *Development of Job Specification (Advertisement of vacant posts on the Organogram); *Serve as the panel secretariat during selection and interviews; *Administer the recruitment & selections process, including physical orientation; *Administer employment contracts; *Appoint & transfer staff on PERSAL system; *Ensure that logistics are arranged for candidates and new appointees; *Administer the appointments Masterfile.

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

28.POST : **ADMINISTRATIVE OFFICER : TRADITIONAL AFFAIRS (17 POSTS)**

SALARY LEVEL : **08**

SALARY : **R227 802.00 p.a**

CENTRE : **BAKWENA T/C, KONE LEGARE T/C, BANARENG BA KGOETE T/C, ROKA PHASHA MAKGALANOTO T/C, BAROKA BA NKWANAT/C, RAHLAGANE T/C, ROKA MASHABELA T/C, SWAZI MNYAMANI T/C, PHOKOANE T/C, ROKA LEBEA T/C, BA RAMAUBE TC,**

**MSENGI T/C, BA-SHAYI DITLOU TC, BAKONE T/C
HOUSE OF TRADITIONAL LEADERS, BAROKA
BA MPHAPHLANE T/C, PHAAHLA T/C
CoGHSTA 28/15**

REFERENCE NUMBER :

REQUIREMENTS : Appropriate recognized National Diploma in Public Management and Administration or equivalent (NQF6). A valid driver's license. Minimum 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 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 Matlopela Terry (015) 294 2224**

29. POST NAME : **PERSONAL ASSISTANTS (24 POSTS)**

SALARY LEVEL : **07**

SALARY : **R 183 438. 00 p.a**

SUB- DEPARTMENT : **HOD SUPPORT/ISHS/CORPORATE SERVICES AND CO-OPERATIVE GOV & TRADITIONAL AFFAIRS**

CENTRE : **POLOKWANE**

REFERENCE NUMBER : **CoGHSTA 29/15**

REQUIREMENTS : Appropriate recognized Secretarial Diploma/Office Administration and Management or equivalent qualification (NQF 5). Minimum 1 year in Office Administration.

KEY COMPETENCIES : **Knowledge of:***Relevant prescripts; *Application of the Legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA. **Skills:** * Negotiation; *Ability to communicate well with people at different levels and from different backgrounds; *Conflict resolution; *Good telephone etiquette; *Time management; *Organising; *Analytical thinking; *High level of reliability; Minute taking; Computer Literacy; *Inter-personal relations;*Report writing; Co-ordination; *Decision making.

KEY RESPONSIBILITIES : *Co-ordinate correspondence between the office and other branches, SBU's divisions, municipalities and other institutions;*Establish and maintain an appointment diary and arrangement of meetings and act as a secretariat; *Manage correspondence, give advice, refer to relevant component and take action when necessary;*Assist in the compilation of the reports, attend to typing, faxes and keep record of incoming, work in progress and complete work;*Planning and co-ordinate traveling and accommodation bookings;*Provide information and respond to requests from officials during the absence of the Senior Manager/General manager/SGM; *Attend to procurement of stationery and other office

requirements;*Maintain a commitment register for the SGM/GM/SM's budget.

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

30. POST NAME : **COMMUNITY DEVELOPMENT WORKER : CDP (5 posts)**

SALARY LEVEL : **06**

SALARY : **R148 584 .00 p.a**

CENTRE : **Mookgopong Ward 5, Tzaneen Ward 26, Thulamela Ward 15, Polokwane Ward 34 and Tubatse Ward 16.**

SUB DEPARTMENT : **COGTA**

REFERENCE NUMBER : **COGHSTA 30/15**

REQUIREMENTS : **Grade 12/NCS or equivalent (NQF4) and a National Certificate in Community Development. *Minimum 1 year experience in community work. 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**

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 Mphati Mkgadi (015) 294 2074**

31.POST : **AUXILLIARY SERVICES OFFICER: SPATIAL PLANNING (WATERBERG)**

SALARY LEVEL : **06**

SALARY : **R148 584.00 p.a**

CENTRE : **POLOKWANE**

SUB-DEPARTMENT : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 31/15**

REQUIREMENTS : **Grade 12. A valid driver's license. A minimum of 1 year 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 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 : **Mr Mathonsi siza (015) 294 2094**

32.POST : **FINANCE CLERK: TRADITIONAL AFFAIRS (3 POSTS)**

SALARY LEVEL : **05**
SALARY : **R123 738.00 p.a**
CENTRE : **ROKA-LEBEA T/C, AND MPHABLELE T/C & BAROKA BA MPHABLELANE T/C**

SUB-DEPARTMENT : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 32/15**

REQUIREMENTS : **Grade 12/ NSC (NQF4). Valid driver's license. No 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 : ***Collection of revenue and banking with the district Office; *Manage procurement process; *Prepare payrolls; *Maintenance of commitment register.**

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

33.POST : **CLEANER SUPERVISOR : SUPPLY CHAIN MANAGENT (2 POSTS)**

SALARY LEVEL : **04**
SALARY : **R103 494.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 33/15**

REQUIREMENTS : **Grade 12/NSC (NQF4). Minimum 2 years relevant experience.**

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 and group dynamics.**

KEY RESPONSIBILITIES : ***Supervise cleaners; *Management of provision of Cleaning Services; *Keep and maintain cleaning materials and equipment.**

ENQUIRIES : **Ms Mphati Mokgadi (015) 294 2074**

34.POST : **DRIVERS: HOUSE OF TRADITIONAL LEADERS (2 POSTS)**

SALARY LEVEL : **04**
SALARY : **R103 494.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 34/15**

REQUIREMENTS : Grade 10. A minimum of 1 year relevant experience.

KEY COMPETENCIES : **Knowledge of** : Procedures to operate the motor vehicle; *Procedure to obtain trip authorities, complete logbooks of the motor vehicle; *To obtain consumables(e.g petrol) and obtain basic services(e.g fixing a flat tyre); *Policies regulating fleet management (e.g how and what purposes can the motor vehicle be utilized for.

KEY RESPONSIBILITIES : *Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); *Do routine maintenance on the allocated vehicle and report defects timely; *Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled.

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

35.POST : **TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS (2 POSTS)**

SALARY LEVEL : **03**

SALARY : **R87 330.00 p.a**

CENTRE : **BAROKA BA MPHAPHLANE T/C, MAKHADO T/C**

SUB-DEPARTMENT : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 35/15**

REQUIREMENTS : Grade 12. No experience.

KEY COMPETENCIES : **Knowledge of** the garden environment

KEY RESPONSIBILITIES : Prevent nature vandalization
Ensure effective access control to traditional council offices, maintain order during court proceedings, Perform messenger duties.

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

36.POST : **CLEANERS (16 POSTS)**

SALARY LEVEL : **02**

SALARY : **R73 044. 00 p.a**

CENTRE : **SCM(11),CAPRICORN DISTRICT SUPPORT(1), TENGWE T/C(1), MOGASHOA-MAMANE T/C(1), MOPANI DISTRICT(1) & BAROKA BA MPHAPHLANE(1)**

SUB-DEPARTMENT : **FINANCIAL MANAGEMENT/ / CoGTA**

REFERENCE NUMBER : **CoGHSTA 36/15**

REQUIREMENTS : Grade 10. Minimum 1 year working experience.

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

37.POST : **GROUNDSMAN TRADITIONAL AFFAIRS (2 POSTS)**
SALARY LEVEL : **02**
SALARY : **R73 044.00 p.a**
CENTRE : **BAKONI- BA MALOMA/ BAROKA BA MPHANLANE T/C**
SUB-DEPARTMENT : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 37/15**

REQUIREMENTS : **Grade 10. No experience.**

KEY COMPETENCIES : **Knowledge of the garden environment**

KEY RESPONSIBILITIES : ***Maintenance of premises, surroundings, garden and gardening tools.**

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

ERRATUM

The Department of Cooperative Governance, Human Settlements and Traditional Affairs advertised posts in Sunday World dated 11 January 2015 with errors and were subsequently corrected in Sowetan dated 13 January 2015. The corrected version is also available on the following websites:- www.coghsta.limpopo.gov.za and www.dpsa.gov.za.
 Enquiries : Monkoe Mphodi (015) 294 2223 or Mokhomole Makgano (015) 294 2286

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 and must be completed in full. Certified copies of your identity document, and qualifications as well as a CV must be attached. A valid driver's license will be an added advantage. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications.

Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) Registry Office (First floor).

Short-listed candidates for the above posts will be subjected to a Security clearance, Competency Assessment (SMS posts), and verification of qualifications.

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

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

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

CLOSING DATE: 13 FEBRUARY 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.