



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Enq : Tjale KM
Tel No : (015) 294 2018
Date : 12 November 2014

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| CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS RECEIVED |
| 2014 -11- 13 |
| REGISTRY HEAD OFFICE LIMPOPO PROVINCE |

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

DEPARTMENTAL CIRCULAR NO. 29 OF 2014

RECRUITMENT FOR INTERNSHIP PROGRAMME: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS.

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.



The Department of Cooperative Governance, Human Settlement and Traditional Affairs is an equal opportunity employer with clear employment equity targets.

1. Applications are hereby invited for 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 form Z83 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 (Ms. Matjea MA; Ms Nkuna J.K. Ms Mantlhakga MJ, Ms Theledi EM, Mr. Nkumbuta MM and Ms Ndlovu AN at (015) 294 2202/2003/2004/2122/2287 & 2288

CLOSING DATE: 31 DECEMBER 2014

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

ACTING HEAD OF DEPARTMENT



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

Vision: Champion the Establishment of Sustainable Development Local Governance and Integrated Human Settlement.

INTERNSHIP PROGRAMME

The Department of Cooperative Governance, Human Settlement and Traditional Affairs is looking for one hundred and twenty (120) Limpopo Province unemployed graduates youth between the ages of 18 and 35 to be placed on a non-extendable 12 months fixed period Internship Programme for 2015/2016 financial year.



| AREA OF PLACEMENT | REFERENCE NO | MINIMUM QUALIFICATION REQUIRED | JOB DESCRIPTIONS |
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| 1. Legal Services | CoGHSTA/2014/01 | LLB Degree | <p>COTRACT MANAGEMENT DIVISION</p> <ul style="list-style-type: none"> • Be able to draft and vet contracts, service level agreements and memorandum of understanding; • Tender legal opinion to the department; • Implement and monitor contracts of the department; and • Ability to follow through legal process on actions against and in favour of the department. <p>BY- LAWS AND LEGISLATION DIVISION</p> <ul style="list-style-type: none"> • Understanding and knowledge of all legislation applicable in the department; • Draft, edit, vet and repeal by-laws and provincial legislations and by-laws; • Knowledge of legislative drafting process; and • Tender legal opinion to the department. |
| 2. HOD Support | CoGHSTA/2014/02 | Three year Diploma/Degree in Office Administration/ Management Assistant/ Record Management | <ul style="list-style-type: none"> • Maintain and Control incoming and outgoing register; • Filling of documents • Perform General Administrative duties and render support to the SBU; • Maintain diary of the HOD. |
| 3. Budget Services and Compliance | CoGHSTA/2014/03 | Three (3)Years Diploma or Three Years Degree in Commerce/B Com | <ul style="list-style-type: none"> • Co-ordinate collection of data for achievability preparation; • Submission of report to Treasury upon approval by HOD; • Consolidation of Budget inputs per programme; • Preparation of Annual cash flow statement; • Facilitate capturing of budget in the financial systems; • Facilitate the implementation of shiftings and preparation of virements to HOD for approval; • Facilitate the preparation of Fund requisitions; • Consolidation of year to date; • Compilation of monthly Early Warning reports; • Coordinate the collection and consolidation of Roll-Over application; • Consolidation of Appropriation statement in the AFS template; • Print and analyse BAS reports in line with final Budget adjustments; • Compilation of monthly Early Warning reports; • Liaising with sub-departments for explanations of expenditure/ budget variances. |
| 4. Municipal Finance | CoGHSTA/2014/04 | B.Comm degree (Accounting and Auditing) or equivalent qualifications NQF6 | <ul style="list-style-type: none"> • Reconciliation on ledger account • Reconciliation on the bank • Assists municipalities with internal control procedures • Assists municipalities with creditors reconciliation • Assist with monitoring MSIG Grants • Verification of financial policies and implementation of MPRA • Municipal Finance and Management Act implementation |
| 5. Departmental Expenditure and Housing Finance | CoGHSTA/2014/05 | Three (3)year Diploma or B. Comm. in Accounting | <ul style="list-style-type: none"> • Administering housing claims and expenditure; • Process payment on HSS and BAS; • Reconcile payment paid on BAS; • Safekeeping of paid vouchers. |
| 6. ICT Infrastructure & Systems | CoGHSTA/2014/06/ G & P | Three year National Diploma in IT/BSC Computer Science with Project Management Knowledge of SDLC,UML and Project Management | <ul style="list-style-type: none"> • Assist with ICT Project Management. • Assist with implementation of ICT Governance Policy Framework. • Conduct Research on ICT best standards. • Coordinate the ICT steering committee. • Ensure compliance to project Management standard. • Provide project Administration/coordination. |

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| | CoGHSTA/2014/06/PHP | Three year National Diploma in IT/ Computer Science | <ul style="list-style-type: none"> • Systems planning, analysis, design, implementation and testing. • Maintain and administer database by ensuring high levels of data availability. • Develop web based applications using the following open source software (mainly PHP, postgres) • Develop systems documentation, i.e technical documentation and training material. • Maintenance, modifications and enhancements of existing systems or legacy systems. • Audit or access computer systems and operations. • Testing of developed and enhanced systems. • |
| | CoGHSTA/2014/06/ICT | Three year National Diploma in IT/ Computer Science Preferably with Security + certificate | <ul style="list-style-type: none"> • Maintain and monitor ICT security systems. • 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/2014/06/MCSE | Three year National Diploma in IT/ Computer Science MCSE, MCITP.CCNA.A+, N+ Certificate | <ul style="list-style-type: none"> • Maintain and monitor ICT Infrastructure. • Maintain and resolve all computer equipment faults • Configure new ICT equipment and install at users • Assist on the development and updating of ICT infrastructure documents. • Assist on ICT infrastructure documents. |
| | CoGHSTA/2014/06/SCM | Three year Degree/Diploma in Office Management/ Supply Chain Management | <ul style="list-style-type: none"> • Assist in developing specifications. • Manage IT requisitions • Manage obtainment of purchase orders. • Manage submission of invoices to finance. |
| 7. Organisational Development and Design | CoGHSTA/2014/07 | National Diploma in Management Services/ Organisation/Work-study/Production Management | <ul style="list-style-type: none"> • Design/ redesign organisational structures; • Conduct job evaluation process; • Develop and facilitate job descriptions/ profiles; • Compile job competency profiles; • Gathering information e.g. legislation. • Analyse information gathered; • Compile organisational establishment structure; • Generate memo to seek approval • Conduct investigations for ad-hoc cases • Provide technical advice on the development of job Description/ profile; • Conduct briefing sessions on Job Description/ profile; • Review Job Description/ Profile |
| 8. HR Capacity Development | CoGHSTA/2014/08/ | Three year Diploma/Degree HRD/HRM/Public Administration | <ul style="list-style-type: none"> • Compile and implement Workplace Skills Plan • Coordinate the SD committee meeting • Maintain the database for Service Providers • Maintain the database of trained officials in allocated SBUs • Facilitate Recognition of Prior learning • Identify learners with or without qualification • Implementation of ABET programme • Identification of ABET learners for placement • Monitor the attendance of classes • Induction and orientation of employees • Management of the bursary fund • Coordinate the review of the bursary and Leadership policy • Monitor the implementation of the bursary contract • Conduct competency assessments • Verification of qualifications • Administer the implementation plan for the internship, Learnerships, Traineeship, Mentorship and RPL programmes; • Administer the determination of the learnerships and internships needs for each sub-department; • Administer the recruitment and selection of learners for learnerships and internships • Ensure management and maintenance of learning records and learner profile; • Ensures the orientation and induction of interns and learners; • Administer the coordination of effective and efficient support and assessment of learnership and internships to ensure effective moderation thereof. • Administer the coordination of the payment rates and the processing of learnership and internships allowances with relevant stakeholders. • Administer the coordination of the development of learnership, internships and experiential learning agreements/contracts and the signing-off of all necessary agreements by all parties. • Facilitate Life Skills workshop for both interns and learners • Coordinate and writes progress reports for all the divisions activities. • Administer the management and maintenance of learning records, learners profiles and general records for the division • Administer the implementation of RPL programmes. |
| | | | <ul style="list-style-type: none"> • Coordinate compliance of training programmes to relevant legislations. • Develop workplace skills plan in line Skill Development Act • Coordinate implementation of Adult Education and Training program. • Coordinate HRD strategy implementation. • Assist in monitoring Internship, Learnership, Experiential Learners, RPL and AET programmes. • Assist in compiling expenditure and mandatory reports • Assist in facilitating HRD Strategy and monitoring tool. • Assist in compiling monthly report • Assist in the compilation of an impact training report. |
| 9. IDP Coordination | CoGHSTA/2014/09 | Three year Degree/Diploma: Public Management or Development Studies | <ul style="list-style-type: none"> • Coordinate IDP engagements between spheres of governments. • Provide support to municipalities to ensure that they produce credible IDPS'. • Ensure the generation of annual MECs' analysis reports and MECs' assessment report; and |

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| | | | <ul style="list-style-type: none"> Facilitate implementation of Provincial Growth Points Municipal Programme (PGPM). |
| 10. HR Practices and Administration | CoGHSTA/2014/10/HR R | Three (3) year National Diploma/ Degree in Public Administration/HRM | HR RECORDS <ul style="list-style-type: none"> Sorting and filing of personnel files; Updating folio numbers Filing records in the relevant files; Closing of personnel files reaching 150 folios and retrieval of personnel files; Registering of the requested personnel files; Acknowledgement of receipt by the receiver; Check content of documents against outgoing register and sign; Register incoming documents in the incoming register, sort and distribute to personnel officer for filing. |
| | CoGHSTA/2014/10/HR R&S | Three (3)Year Diploma in Public Administration or Human Resource Management | HR RECRUITMENT & SELECTION <ul style="list-style-type: none"> Facilitate the advertisement of vacant positions; Receiving and sorting applications; Capturing of applications received for advertised posts; Logistical arrangements for shortlisting and interview sessions; Serving as secretariat in shortlisting and interviews; Facilitating completion of travelling claims for interviews by candidates; Appointment of staff on PERSAL system; Placement of staff as per request; Conducting physical Orientation intern |
| | CoGHSTA/2014/10/HR C | Three year (3) Diploma in Public Administration / HRM | HR CONDITIONS <ul style="list-style-type: none"> Capturing of leave form on PERSAL; Leave register to HR Records; Processing of Employees allowance; Auditing of leave files; Reconciling Z8 register; Processing of long services: funeral benefits and nomination of beneficiary forms. |
| | CoGHSTA/2014/10/HR PP | Three year (3) Diploma/Degree Public Administration/ HRM | HR POST PROVISION <ul style="list-style-type: none"> Develop a Human Resources Management Plan. Facilitate the Employment Equity Plan. Conduct Human Resources Assessment. Conduct Reports, and Analyse Exit Interviews Facilitate the implementation of the Retention Policy. Represent in the short listings and interview panel. Provide Monthly and quarterly employment Equity statistics. |
| | CoGHSTA/2014/10/HR Information | Three year (3) Diploma/Degree Public Administration/ HRM | HR INFORMATION <ul style="list-style-type: none"> Administration of an appropriate HR system for the Department. Issue the Personal data forms to employees and capture the submitted information on PERSAL system. Identify HR information gaps and submit to the management for further research. Capture and maintain organizational structure on the PERSAL system. Capture the objective and responsibility codes in PERSAL. Link the components and the posts of the organizational structure in PERSAL. Ensure that system security standards are maintained. Implement the user account management policy. |
| | CoGHSTA/2014/10/HR PMDS | Three year (3) Diploma/Degree Public Administration/ HRM | HR PMDS <ul style="list-style-type: none"> Receive and capture performance instruments on PERSAL/PERMIS Process quarterly performance reports and capture on PERSAL/PERMIS Open PMDS files. Render support during PMDS workshops. File performance instruments/ quarterly reports. Handle PMDS queries. Process performance incentives on persal. |
| 11. Labour Relations | CoGHSTA/2014/11 | Three year (3) National Diploma in Labour Relations Management/ LLB degree | <ul style="list-style-type: none"> Promote and ensure sound labour management. Handling and coordination of disciplinary matters. Provision of Labour Relation advice to the Department. Effective and efficient handling of grievance. |
| 12. Employee Wellness and Special Programmes | CoGHSTA/2014/12/EAP | Three year Degree in Social Work/ Diploma: Safety Management | <ul style="list-style-type: none"> To coordinate and monitor the activities of EAP in the department Assess the needs of the department and its employees through research and design preventative programmes to address shortcoming Establish and maintain effective and confidential record keeping and data management systems Review and monitor the process of referral during treatment and after completion of treatment to assess the effectiveness of service providers Offer counselling to psychological troubled/tramatised and HIV and AIDS infected employees |
| | CoGHSTA/2014/12/OHS | Three year National Diploma in Safety Management. | <ul style="list-style-type: none"> Develop and implement an appropriate SHERQ programmes Procure services of OHS medical specialists to meet employee needs Set up and report on the performance of OHS structures Ensure the training and mentoring of the OHS structures Ensure reporting on all health matters interventions Provide reports on all I.O.D cases attended to and liaise with the Commissioner for Compensation through the Premier's Office to ensure timeous responses from the Commissioner. |
| 13. Spatial and Human Settlement Planning | CoGHSTA/2014/14/GIS | Three year (3) Diploma/Degree in Geographic Information System (GIS) | GIS <ul style="list-style-type: none"> Capture and clean spatial data from various formats and sources; Collect, capture and download GIS data using the GPS. |

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| | CoGHSTA/2014/14/ HUMAN SETTLEMENT PLANNING | Three year Degree/Diploma: Town and Regional Planning | <ul style="list-style-type: none"> Apply coordinate systems and projections; Produce customized maps to meet client's needs. <p>HUMAN SETTLEMENT PLANNING</p> <ul style="list-style-type: none"> Support the orderly planning of sustainable integrated human settlement; Provide technical professional planning advice/ input on Town and Regional Planning applications within the province. Support the development of Provincial and Municipal Spatial Development frameworks. <p>SPATIAL PLANNING/ SURVEY</p> <ul style="list-style-type: none"> Generate topographical surveys/ plans: |
| | CoGHSTA/2014/14/ SPATIAL PLANNING/ SURVEY | Three year Degree/Diploma: Land Surveying/ Geomatics | |
| 14. Land Use, Deeds and Statutory Bodies | CoGHSTA/2014/14 | Three (3)Year National Diploma/ Degree in Town and Regional Planning or Development Planning related qualification | <ul style="list-style-type: none"> Ensure proper evaluation of land development application. Assist in coordinating development of land use management schemes. Coordinate and facilitate the implementation of LUMS. Manage the development of Land Use Management Systems. Coordinate the upgrading of land tenure rights Coordinate the realization of Land Use legislation. Ensure proper evaluation of security of tenure (i.e. Registered deeds of grants, transferred deeds of grant, certified copies of deeds of grant and cancelled charges / bonds) |
| 15. Human Settlement Development Region B | CoGHSTA/2014/15/ HSD | Three (3)years National Diploma or Degree in Building Science, Architecture, Civil Engineering OR Quantity Survey or N6 Certificate in relevant field | <ul style="list-style-type: none"> Manage and monitor the implementation of Human Settlement Development. Manage and coordinate the implementation of emergency housing program Manage and coordinate the implementation of transitional housing program Render and provide technical advices to management, municipalities and other stakeholders on housing and infrastructure development Facilitate the process of payment of claims and certificates Attending meetings and project administration |
| | CoGHSTA/2014/15/ ADMIN | Three year National Diploma in Public Management/ Office Management or Office Administration | <ul style="list-style-type: none"> General administration of the office; Arrange bookings for accommodation and meals. Distributing incoming and outgoing correspondence; Arrangements of SBU meetings; Management of telephone enquiry. Consolidation of reports. Monitor budget and commitment register for the SBU. Manage the office diary Manage the commitment register of the SBU; Provide secretarial support. |
| 16. Communication Services | CoGHSTA/2014/16 | Three year National Diploma /Degree in Public Relation/Journalism/Media Studies/Communication Science; Marketing and Graphic Design, Webmasters, Multimedia and Video and Photographer. | <ul style="list-style-type: none"> Preparing the production of publicity brochures, hand-outs, direct mail leaflets, promotional videos, photographs and multimedia programmes; Design and develop all departmental publications Monitor publicity and conduct research to find out the concerns and expectations of an organisation's stakeholders; Coordinates media buys and reserves advertising space; Manage the department's response to important issues and in times of crisis; Devise and coordinate photo opportunities; Organise events including press conferences, exhibitions open days and press tours; Update information on the website and social media networks; Sourcing and managing speaking and social media networks Respond to enquires from the public, media and other organisations. Arrange interviews with journalists, prepare and distribute news releases and make statements to the media |
| 17. Accounting and Systems | CoGHSTA/2014/17 | Three (3)Years National Diploma or Degree qualification in Accounting / Finance | <ul style="list-style-type: none"> Clear suspense account Performance of bank reconciliation accounts Collection of revenue Banking of state money to the department's primary account Preparation of payment of revenue to the Provincial revenue account Management of debts Assist with the month-end and year-end closure Facilitating the running of financial systems in the department Entity maintenance System reconciliation |
| 18. Security and Investigation Management | CoGHSTA/2014/18 | Three year Degree/ National Diploma in Law, Policing, Security Management or Commerce/ office administration | <ul style="list-style-type: none"> Provide administrative support to investigation units Conduct fraud risk assessment. Develop and monitor fraud prevention action plans. Ensure the protection of whistle blowers. Conduct classified investigation and loss of departmental assets. Collate information for the compilation of reports on incidents of fraud and corruption Follow-up on the implementation of recommendations made on completed cases Liaise with internal and external clients (labour relation section) Knowledge of Technical Access Control and CCTV systems will be an added advantage; Conduct classified investigations and loss of departmental assets; Must have high standard and proposed levels of achievement; Ability to motivate and train people; Financial Management Good Human Relationship |
| 19. Risk and Security Management | CoGHSTA/2014/19 | Three year National Diploma Administration/National Diploma / Degree in Risk Management/ Internal Auditing/ Financial Management | <ul style="list-style-type: none"> Assist with the facilitation of risk assessment workshops and compiling risk register; Assist in monitoring the implementation of risk mitigating strategies; Assist in monitoring implementation of audit recommendations Assist in conducting operational risk awareness at SBU's Branches and sub-departments; Assist in coordinating activities for Risk Management Committee Meeting and Audit Committee Meeting; Assist with the coordination of Municipal Risk Management Forums and take minutes; |

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| | | | <ul style="list-style-type: none"> Assist in monitoring the implementation of AG action plan; Assist in developing Internal Audit action plan; Assist in monitoring implementation of audit recommendations; Assist in ensuring implementation of internal controls. |
| 20. Information Management | CoGHSTA/2014/20/IM | <p>Three (3) Years qualification Diploma/Degree in Records Management/ Archival Studies</p> <p>Three years qualification Diploma/ Degree in Public Management/ Administration (majoring in Information Management)</p> | <ul style="list-style-type: none"> Ensure the implementation of file plan; Opening of files; Tracing of files; Dispatching and filing of documents; Maintenance of files; Capturing of files; Delivering of documents from one office to another; Photocopying of documents; Registering of outgoing mail; |
| | CoGHSTA/2014/20/LS | Three year qualification in Library or Information Science | <ul style="list-style-type: none"> Assist with cataloguing, Classification and indexing; Handle inquiries and requests from clients; Shelving and shelf control of library resources; Conduct information searches for clients; Attend to general circulating and lending duties; Data input on the library system, registration of new clients, issues and returns of library resources; Issue reminders for overdue library resources. |
| 21. Human Settlement Development Region A | CoGHSTA/2014/21/HSD & R A | Three (3) year National Diploma/ Degree in Building Science, Architecture, Civil Engineering, Quantity Survey or N6 Certificate in relevant field. | <ul style="list-style-type: none"> Manage and monitor the implementation of human settlement development. Manage and coordinate the implementation of emergency housing. Manage and coordinate the implementation of transitional housing programme. Manage and coordinate the implementation of farm worker housing program. Render and provide technical advises to management, Municipalities and other stakeholders on housing and infrastructure development. Facilitate the process of payment of claims and certificates. Attending meetings and project administration. |
| 22. Disaster Management and Emergency Services | CoGHSTA/2014/22/DM & ES | Three (3) year National Diploma/degree in Disaster Management & Emergency Services or related qualifications in Fire Management or Rescue Services. | <ul style="list-style-type: none"> INSTITUTIONAL CAPACITY AND INFORMATION MANAGEMENT Provide administrative and management support to disaster management inter-governmental structure. To co-ordinate strategic decisions of the Provincial Disaster Management Advisory Forum. To co-ordinate and promote stakeholder participation in disaster management programmes. To co-ordinate education, training and research in disaster risk management To co-ordinate information management and communication systems for disaster management. To facilitate alignment and review process of the disaster management plans and frameworks. |
| | CoGHSTA/2014/22/DM & R & R | Three (3) year National Diploma/degree in Disaster Management & Emergency Services or related qualifications in Fire Management or Rescue Services. | <ul style="list-style-type: none"> RISK ASSESSMENT AND RISK REDUCTION Ensure that all stakeholders compile integrated disaster risk management plans. Conduct risk assessment. Coordinate disaster risk reduction programmes and plans. Implement and monitor disaster risk reduction programmes and plans. Conduct research on potential hazards, high risk periods and conditions. Conduct risk awareness campaigns. Conduct an audit of the past significant events. Implement disaster risk management plans. Facilitate the incorporation of disaster risk reduction plans into an integrated development plans. |
| | CoGHSTA/2014/22/DM & RES & R | Three (3) year National Diploma/degree in Disaster Management & Emergency Services or related qualifications in Fire Management or Rescue Services. | <ul style="list-style-type: none"> RESPONSE AND RECOVERY Identify and implement mechanisms for the dissemination of early warnings. Develop and implement guidelines for the Assessment of a disaster. Develop and implement response and recovery efforts in an integrated manner. Implement standardized and regulated relief measures. Ensure integrated rehabilitation and reconstruction activities are conducted. |
| | CoGHSTA/2014/22/DM & ES | Three (3) year National Diploma/degree in Disaster Management & Emergency Services or related qualifications in Fire Management or Rescue Services. | <ul style="list-style-type: none"> EMERGENCY SERVICES Fire Operation and Coordination. Conduct awareness campaigns. Capacity Building and Fire Safety Programs. Policy and Compliance Management. |
| 23. Municipal Institutional Capacity Building | CoGHSTA/2014/23 | Three (3) years Degree / National Diploma in Development Studies/ or Public Administration | <ul style="list-style-type: none"> Monitoring and implementation of the capacity building strategy Facilitation of capacity building programmes Monitoring and development of organizational structure Assist Municipalities to develop fraud and anti-corruption strategy and HR policies Provide Administrative support for the unit |
| 24. Strategic Planning | CoGHSTA/2014/24 | Three year (3) Diploma/Degree in Economics | <ul style="list-style-type: none"> Assist in development of Strategic plan, operational plan and APP; Monitor and coordination of departmental projects; Monitor departmental projects; Evaluate or analysis of departmental performance against the Annual Performance Plan; Facilitate the department's quarterly performance sessions. |
| 25. Subsidy Administration, Contracts, Claims and Housing | CoGHSTA/2014/25 | Three (3) Year National Diploma or Degree in Public Administration | <ul style="list-style-type: none"> To Capture housing subsidy application forms To Complete housing needs questionnaires To Complete subsidy applications in all municipalities To respond to telephone enquiries regarding housing issues; |

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| Secretariat | | | <ul style="list-style-type: none"> To conducting physical verification of occupants in complete housing units Management of disputes between landlords and tenants. Provide secretariat services for meetings with stakeholders. Processing housing claims for appointed service providers. Management of housing contracts. |
| 26. Democratic Governance | CoGHSTA/2014/26/IGR | Three (3) Year National Diploma/ Degree in Public Management or Administration. (IGR. Governance & Elections) | <ul style="list-style-type: none"> Coordinate and support District Mayors Intergovernmental Forums; Support Premier Intergovernmental Forum; Promote Municipal Intergovernmental Relations; Hold awareness campaigns for elections; Facilitate Grading of municipalities. |
| | CoGHSTA/2014/26/PP | Diploma in Public Administration (Public Participation) | <ul style="list-style-type: none"> Coordinate and support the effective functioning of ward committees; Coordinate and support training of ward committees members; Facilitate and coordinate MEC, Mayors and Council inbuzos; Support Presidential and Provincial Public Participation Programme. |
| 27. Local Economic Development | CoGHSTA/2014/27/LED | <p>National Diploma or Degree Economics or Business Management or Development Studies</p> <p>An Honour's Degree (level 7) in the above subjects and Research Skills will be an advantage.</p> | <ul style="list-style-type: none"> Support assessment and coordinate the process and review of LED strategies; and develop reports thereof. To ensure functionality of district LED forums, Reports on the activities of LED forums. Monitor and evaluate job opportunities provided by Community Work Programme (CWP) |
| 28. Supply Chain Management | CoGHSTA/2014/28/TL | Three year National Diploma/ Degree in Business Management/ Financial Management. | <p>TELECOMMUNICATION SERVICES</p> <ul style="list-style-type: none"> Advise end-users on cellular phone policies; Receive cellular phone need from MEC, Traditional Leaders, CDW staff and HOD's office; Enter into contracts with cellular phones services providers; Prepare payment for cellular phones providers; Receive and process cellular phones claims; Advise end-users on land line policy usage; Compile and distribute land line private accounts; Prepare payment for 3g (data bundles) providers; Manage toll trace Receive and process data bundles claims. |
| | CoGHSTA/2014/28/ASSET | Three year National Diploma/ Degree in Financial/ Business Management | <p>ASSETS MANAGEMENT</p> <p>Compilation of Asset Register</p> <ul style="list-style-type: none"> Physical verification of assets on acquisition as per invoice; Bar-coding of assets upon receipt of new assets; Allocation of assets to asset holders; Approving of new assets created in IFMS; Updating of inventory lists as per asset holders; Separation of minor and major assets; Classification of assets according to their category, e.g. furniture, computer hardware, buildings, office equipment's; Ensure the usage of capital expenditure accordingly; Updating of Asset Register; Filing of the payment vouchers according to the classification. <p>Compilation of Verification Report</p> <ul style="list-style-type: none"> Make submission for approval to HOD with regard to the commencement of verification; Circulation of verification circular to all members of staff; Conduct the verification processes; Compilation of redundant assets lists; Compilation of inventory lists as per asset holder; Ensure that all inventory forms are signed by asset holders; Compilation of verification report to the HOD. <p>Redundant Asset Disposal</p> <ul style="list-style-type: none"> Safekeeping of all redundant assets to be disposed; Collect inputs from relevant stakeholders about assets to be disposed; Monitor the life span of assets with the assistance of relevant stake holders e.g. Transport and Gito sections; Submission of compiled redundant lists to the Secretariat of the Asset Disposal Committee for consideration; Generate memorandum for the appointment of Asset Disposal Committee members to the HOD; Implementation of approved memo from HOD with regard to redundant assets to be disposed; Inform Risk and Security SBU about the disposal of assets (auction); Securing of the venue for auction <p>Redundant movement of Assets</p> <ul style="list-style-type: none"> Compilation of authority to remove government property from premises form; Removal and relocation of assets to the relevant offices; Updating of the inventory lists after the process; Implementation of requests received from various SBUs about relocations of officials/ assets; Updating of Asset Register; Removal of all assets found on the corridors to storeroom; Filing of correspondences from various SBUs as well as removal authority form; Monitor the relocation of officials/ assets in cases where the relocation is done by service providers <p>Reconciliation of Assets against Capital Expenditure on monthly basis with BAS</p> |

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| | CoGHSTA/2014/28/ DEMAND | Three year Diploma/Degree: Logistics | <p>report</p> <ul style="list-style-type: none"> • Compile and presentation of DAMP report on monthly basis at Provincial Asset Management Committee; • Report any acquisition, disposal and transfer of assets to Provincial Treasury on monthly basis; • Attend monthly meetings of Provincial Asset Management Forum; • Implementation of Acts, Policies, Practice notes and Procedure Manuals. <p>Maintain lost Register</p> <ul style="list-style-type: none"> • Collection of Vouchers and filling thereof; • Reconcile the capital expenditure with the Asset Register • Generating Memorandum for the passing of journals; • Ensuring allocations of capital expenditure items; • Separate minor assets from major Assets; • Comparing the BAS report with the assets on hand; • Correction of misallocations from capital assets; • Compilation of the Loss Asset Register; • Receiving of loss assets reports from GITO and other relevant stakeholders; • Processing of loss assets reports; • Submission of report to Risk and Security Management SBU for investigation; • Generation of memorandum to HOD for the recovery of assets and the disposal thereof; • Calculation of depreciation of the lost items in order to get the carrying value of the asset as per acquisition date from the Asset Register; • Inform the relevant officers about the HOD's decision on the loss assets; • Inform Accounting and Systems SBU about the creation of debt; • Liaise with relevant SBU (GITO in case of IT equipment's) about the loss asset |
| | CoGHSTA/2014/28/ LOGISTICS STORES | Three year National Diploma/ Degree in Business/ Financial Management. | <p>DEMAND MANAGEMENT</p> <ul style="list-style-type: none"> • Assist the end-user to draft the specifications for goods and services; • Sit in Bid Specification Committee (BSC); • Serve as secretariat in Bid Specification Committee (BSC); • Attend the briefing sessions; • Write reports; • Inspections of service providers of goods and services according to the commodities registered or tendered; • Maintain a register for all the incoming and outgoing request of goods and services from end-users; • Checking of suppliers database forms registration • Filing; • Nomination from the database; • Link the needs of end-users to the budget. <p>LOGISTICS AND FLEET MANAGEMENT</p> <p>Transit In</p> <ul style="list-style-type: none"> • Management of goods received and delivered within seven days after receiving them; • Communicating with external suppliers regarding delivery times; • Checking the delivery against what was ordered to make sure the two matches up and that there are no mangled items; • Management of specifications and monitoring of orders and deliveries; • Delivery note • Invoices; • Packages; • Liaising with the SBU's; • Stock count and closure of tally cards; • Manage safe keeping of tally cards. <p>Transit Out</p> <ul style="list-style-type: none"> • Liaising with the SBU's; • Stock count and closure of tally cards; • Follow up on orders; • Deliver to various SBU's; • VA 2 • VA 7 • Completion/ submission and follow up of requisitions. |
| | CoGHSTA/2014/28/ STORE MANAGEMENT | | <p>STORAGE MANAGEMENT</p> <ul style="list-style-type: none"> • Checking the delivery against what was ordered to make sure the matches up and that there are no mangled items • Ensure that shipping and purchase documentation and general record keeping are completed to a high order of accuracy and in a timely manner. • Management of specifications and monitoring of orders and deliveries • VA2 • Administration of internal order documentation and procedures • General document and order processing • Filing/documentation • Liaising with the SBU's • Stock count and closure of tally cards • Manage safe keeping of tally cards • Completion/submission and follow up of requisitions • Obtain information to consolidate year end statement • Manage of all services rendered in the financial year |
| | CoGHSTA/2014/28/ FLEET MANAGEMENT | Three year Diploma/Degree: Logistics/ B Com in Transport Economics/ Transport Logistics | <p>CHECKING OF LOG SHEETS</p> <ul style="list-style-type: none"> • Check petrol slips if the litres are recorded in the log sheets • Monitor fuel utilization • Check signatures in log sheets and itineraries |

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| | <p>CoGHSTA/2014/28/ ORDER ADMIN</p> <p>CoGHSTA/2014/28/ ACQUISITION MANAGEMENT</p> | <p>Three year Diploma/Degree: Logistics</p> <p>Three year Diploma/Degree: in Financial Management/ Business Management/ Logistics or Accounting Management</p> | <ul style="list-style-type: none"> • Check if log sheet are balanced • Check monthly vehicle performance <p>PROVIDE EXEMPTION</p> <ul style="list-style-type: none"> • Receive requests for exemptions • Issue exemptions • Submit exemptions for approval <p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Open files for each government vehicles • File log sheets in each vehicle files • Record all submission of log sheets in the log sheet register <p>CONDUCT VEHICLE INSPECTION</p> <ul style="list-style-type: none"> • Conduct motor vehicle inspection • Conduct training on compilation of log sheets <p>ISSUING GG VEHICLES</p> <ul style="list-style-type: none"> • Checking Trip Authority • Update vehicle issuing register • Do pre inspection • Sign fuel/toll card • Issue vehicle keys and fuel/toll cards <p>FACILITATE REQUISITIONS OF GOODS ON THE FINEST SYSTEM.</p> <ul style="list-style-type: none"> • Receive requisition from the end user • Check budget attachment • Check budget allocation • Capture requisition on the FINEST system <p>FACILITATE GENERATION OF ORDERS ON THE FINEST SYSTEM</p> <ul style="list-style-type: none"> • Verify the signatories versus delegation • Verify the quotes versus requisition amount • Verify if funds are available <p>FACILITATE THE RECONSILATION OF BAS 7 FINEST</p> <ul style="list-style-type: none"> • Commit all order in BAS • Liaise with supplier for banking details • Refer entity forms to Accounting to create entities • Liaise with suppliers for tax clearance certificate <p>FACILITATE PAYMENT INVOICES</p> <ul style="list-style-type: none"> • Receive invoices from suppliers/end user • Ensure invoices are signed by delegated officials • Commits invoices in BAS • Register invoices in register book • Ensure date stamp on invoices are signed (for 30 days compliance) • Submission of invoices to expenditure for final processing <p>FACILITATION OF COMMITSMIENT AND ACCRUALS</p> <ul style="list-style-type: none"> • Issuing letters for outstanding orders to end users • Liaise with end user for clarity • Remove orders on system • Attend queries from suppliers and end users. <p>ACQUISITION MANAGEMENT</p> <ul style="list-style-type: none"> • Invite quotations from suppliers as per Treasury regulations and instructions notes • • Compile recommendation on memos for the required goods and services within two days • • Check list used to ensure compliance • Filing of contract and documents • Photocopy, faxes and emails of quotations |
| 29. MID | CoGHSTA/2014/29 | Degree/Diploma: Water and sanitation ; Engineering Studies(Civil, Electrical) Project Management | <ul style="list-style-type: none"> • Manage Municipal infrastructure grant project registration process and facilitate project implementation. • Facilitate and monitor the implementation of free basic services; • Manage and support the municipalities in the provision of water, sanitation and energy services; • Manage the development and monitoring of upgrading, implementation of indigent policies and register for free basic services; • Provide support to municipalities in relation of project management; • Monitor projects for technical and legal compliance; • Coordinate Extended Public Works Programs reporting; • Ensure compliance to municipal infrastructure grant programmes reporting requirements; • Coordinate development and implementation of municipal infrastructure operations and maintenance plans; • Manage the development and monitoring of upgrading, implementation of indigent policies and register for free basic services; |

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| | | | <ul style="list-style-type: none"> • Provide secretariat services to Limpopo water sector intergovernmental forum; • Collate report on infrastructure programmes; • Manage data base in support to infrastructure. |
| 30. Human Settlement Property Management | CoGHSTA/2014/30 | <p>Three year Diploma/degree in Real Estate or Property Management/Law of Property/Financial Management OR</p> <p>National Diploma in Finance Accounting/Internal Auditing/Cost Accounting/B Com Accounting</p> | <p>ASSETS REGISTER MANAGEMENT DIVISION:</p> <ul style="list-style-type: none"> • Profiling of properties and updating of housing assets register. <ul style="list-style-type: none"> - Identification of immovable properties. - Check Municipal files to verify property status. - Physical verification of legal tenants/ occupants; - Physical verification of properties. • Process the transfer of residential properties through extended discount benefits scheme to legal tenants. <ul style="list-style-type: none"> - Completion of Enhanced Extended Discount Benefit Scheme (EEDBS) application forms with the legal tenants; - Distribute invitation letters to legal tenants; - Consolidate list of legal tenant for advert in the print media. • Capturing of application forms for Enhanced Extended Discount Benefits Scheme (EEDS) on housing subsidy system. <ul style="list-style-type: none"> - Capture application forms on Housing Subsidy System; - Verify and view application status on HSS; - Print property status. • Process the endorsement of Pre-emptive rights on the deeds of grants for low cost housing. <ul style="list-style-type: none"> - Complete application forms for deed of sale with beneficiaries; - Submit forms to the Municipalities for signature. • Process the valuation of non-qualified tenants/ beneficiaries. <ul style="list-style-type: none"> - Check reasons on HSS for non-qualified tenants; - Consolidate and submit lists of qualified legal tenants for Service Provider for new registration and cancellation of charge bonds; - Consolidate and submit lists of non-qualified legal tenants for Service Provider to value properties. • Process registration and endorsement of low-cost housing. <ul style="list-style-type: none"> - Physical Verification of legal Tenants; - Conduct Deed Search to check status of the properties; - Compile list of legal Tenants; - Completion of registration forms. <p>DEBTORS CONTROL MANAGEMENT DIVISION:</p> <ul style="list-style-type: none"> • Facilitate devolution of properties through EEDBS and POP (Phasing Out Programme) to legal tenants and municipalities. • Facilitate debtors' accounts. • Facilitate payments of rates and taxes. • Facilitate the record keeping of accounts. • Facilitate the determination of selling price of properties. <p>LEASE AGREEMENT AND SALE</p> <ul style="list-style-type: none"> • Identification of properties for lease and disposal. • Compilation of relevant registers e.g. Residential and Commercial • Facilitate valuation process for rental purposes. • Update and sign lease agreements with tenants. • Facilitate maintenance of departmental properties e.g. Residential and Commercial |
| 31. Community Development Programme | CoGHSTA/2014/31 | Three year qualification in Public Administration/ Public Management or an equivalent qualification | <ul style="list-style-type: none"> • Provide administrative support to District Coordinator with regard to consolidation of monthly and quarterly reports. • Leave management. • Payroll management. • Management of PMDS instruments. |
| 32. Research Policy and Legislation | CoGHSTA/2014/32 | <p>Three year National Diploma /Degree in Public Management/ Administration</p> <p>Experience in research and policy coordination will be an added advantage.</p> | <ul style="list-style-type: none"> • Assist to plan, facilitate and integrate research activities. • Analyse departmental policies as per request. • Support municipalities on policy development. • Conduct policy awareness programmes. |
| 33. Performance Monitoring and Evaluation | CoGHSTA/2014/33 | Degree/ Diploma in Public Administration or Human Resource Management | <ul style="list-style-type: none"> • Monitor and co-ordinate the implementation of the Municipal PMS; • Collect and capture Section 46 Municipal Reports; • Collect and update performance agreements reports; • Co-ordinate the participation of Provincial and District forums; • Support Municipalities on developing, implementation and monitoring their performance management systems. |
| 34. Traditional Affairs | CoGHSTA/2014/34/TA | <p>Three year qualification in Social Science, Bachelor of Arts in Anthropology/ Bachelor of Arts Public administration</p> <p>Three year Diploma/ Degree in Public Administration</p> | <p>ANTHROPOLOGY</p> <ul style="list-style-type: none"> • Compilation of genealogy and historical background of traditional leaders. • Attending the preparatory meetings for the installations and funerals of traditional leaders • Harmonized the relation with members of the royal family. • Minute the proceedings of the meetings • Inform the districts about the approval of the dates of installation or funeral • Keep profile for each traditional leaders • Training of traditional leaders on Limpopo Traditional leadership and Institutions Act. <p>INSTITUTIONAL SUPPORT</p> <ul style="list-style-type: none"> • Receive; check financial monthly and quarterly returns. • Check monthly salary subsidies requisition. • Entering of approved figures in the draft estimates and distribution of approved estimates to Traditional Councils. • Distribution of correspondences and circulars to Districts, Traditional Councils, Departments etc. |

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| | | | <ul style="list-style-type: none"> • Maintain delivery register. • Arrangement of accommodation for meetings and workshops. • Provide secretarial services. • Processing Initiation School Permits and distribution thereof. • Receive weekly report for Initiation Schools from Districts and submit to higher authority. • Balance monthly log sheets and submit to transport section. |
| 35. Human Settlement Development Region A | CoGHSTA/2014/35/HSD | <p>Three year National Diploma/Degree in Building Science, Architecture, Civil Engineering, Quantity Survey or Certificate in relevant field.</p> <p>Three year Diploma/Degree: Human Resource Management/ Public Management/ Administration</p> | <p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Manage and monitor the implementation of human settlement development. • Manage and coordinate the implementation of emergency housing. • Manage and coordinate the implementation of transitional housing programme. • Manage and coordinate the implementation of farm worker housing program. • Render and provide technical advises to management, Municipalities and other stakeholders on housing and infrastructure development. • Facilitate the process of payment of claims and certificates. • Attending meetings and project administration. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • General administration of the office; • Arrange bookings for accommodation and meals; • Distributing incoming and outgoing correspondence • Arrangements of SBU meetings; • Management of telephone inquiry; • Typing of minutes and reports; • Consolidation of reports; • Monitor budget of the office; • Manage the office diary; • Manage the commitment register of the SBU. • Provide secretarial support. |

The interns will be paid a monthly stipend for a fixed contract of 12 months as follows:

Interns in possession of a three year diploma/degree; a four year degree (honours) Master's Degree and doctorate - R 4 333.70

Interns in possession of a two year qualification (NQF Level 5) - R 3 609.03

The following documents should be attached:

1. Detailed Curriculum Vitae, 2. Certified copies of the identity document, 3. Certified copies of qualifications, 3. 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:

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

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| DEPARTMENT | Cooperative Governance, Human Settlement and Traditional Affairs |
| PHYSICAL ADDRESS | 28 Market Street |
| POSTAL ADDRESS | Private Bag X 9485 POLOKWANE 0699 |
| CONTACT PERSON | Ms Theledi EM (015) 294 2003, Ms Nkuma JK (015) 294 2004, Ms Ndlovu AN (015) 294 2288, Ms Matjea MA (015) 294 2202, Ms Mantlhakga MJ (015) 294 2122, Mr Nkumbuta MM (015) 294 2287 |
| GENERAL ENQUIRIES | Ms Tjule KM (015) 294 2018 |
| CLOSING DATES | 31 December 2014 |

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