

Ref : SCH 4/1/1  
Enq : Mokhomole M  
Tel No : (015) 294 2286  
Date : 29 May 2017

**TO : ALL PROVINCIAL HEADS OF DEPARTMENTS**  
**DEPARTMENTAL CIRCULAR NO 01 OF 17/18**

**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 post, 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 a detailed/comprehensive C.V, identity document, driver's license and qualifications. **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 are also available in the following media: Sunday World (28<sup>th</sup> May 2017), Sowetan (30<sup>th</sup> May 2017) and they will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za)

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

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

**CLOSING DATE: 15<sup>th</sup> June 2017**

The Department reserves the right to make an appointment in respect of the advertised post. If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.

  
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**HEAD OF DEPARTMENT**

**28 Market Street, POLOKWANE, 0700. Private Bag X9485, POLOKWANE 0700**  
**Tel: (015) 294 2000**



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 the position as it appear below.

<b>1. POST NAME</b>	:	<b>DIRECTOR: HR PLANNING, POST PROVISIONING &amp; HR INFORMATION MANAGEMENT</b>
<b>SALARY LEVEL</b>	:	<b>13</b>
<b>SALARY</b>	:	<b>R 898 743.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 01/17</b>
<b>REQUIREMENTS</b>	:	<b>*An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at middle/senior managerial level and a valid driver 's license.</b>
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of: * Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. Skills: *Strategic capability and leadership; *Programme and Project management; *Financial management; *Change Management; *Service delivery innovation; *Problem solving and analysis; * Client Orientation and Customer Focus; *Workshop facilitation; *Policy development; *Confident Communicator; *Change agent; *Research oriented person.</b>
<b>KEY RESPONSIBILITIES</b>	:	<b>* Manage HR Planning; *Manage HR Information and Systems; *Manage and implement Performance Management System; * Manage resources (Financial, human and physical).</b>
<b>ENQUIRIES</b>	:	<b>Ms. Mokhomole Makgano (015) 294 2286</b>

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Applications should be submitted on form Z83 obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver's license and qualifications must be attached. The specific reference number for the post must be quoted.

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).

"All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools."

Short-listed candidates for the above post will be subjected to a Security clearance and verification of qualifications.

All General enquiries should be directed to 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:** This advert will be available on the following media: Sunday World 28 May 2017, Sowetan 30 May 2017 and they will be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

**CLOSING DATE: 15 June 2017.**

The Department reserves the right to make an appointment in respect of the advertised post. 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.