



**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 : 12 May 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS  
DEPARTMENTAL CIRCULAR NO 044 OF 2015

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

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by certified copies of educational qualifications, Identity document, driver's license 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: Sowetan (12 May 2015), Capricorn Voice (13 May 2015), Sunday World (17 May 2015) and they will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

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

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

**CLOSING DATE: 05 JUNE 2015**

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 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** : **SENIOR GENERAL MANAGER: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**
- SALARY LEVEL** : **15**
- SALARY** : **R 1 201 713.00 (All inclusive salary package)**
- CENTRE** : **POLOKWANE**
- SUB-DEPARTMENT** : **COGTA**
- REFERENCE NUMBER** : **CoGHSTA 38/15**
- REQUIREMENTS** : \*An appropriate recognised Bachelor's degree (NQF 7). 5 years' experience at senior management level and a valid driver's license.
- KEY COMPETENCIES** : **Knowledge of:**\*Sound and in depth knowledge and application of relevant legislative framework governing the \*public service eg ,Public Service Act, Municipal Structures Act\*Municipal Systems Act \*Municipal Finance Management Act (MFMA) \*Public Finance Management Act (PFMA) \*Integrated development planning \*Performance monitoring and evaluation \*General management\*Strategic planning Service delivery\* Governance issues \*Relevant Legislation. **Skills:** Policy development\*Strategic management\* General management\*Ability to communicate effectively at all levels\*Innovation\*Creative and analytical thinking\* Financial management.
- KEY RESPONSIBILITIES** : Provide strategic direction to the Sub-Department: Cooperative Governance & Traditional Affairs.\*To manage the development and maintenance of a comprehensive early warning system ensuring that there will be proactive response to disasters.\*Manage the development and implementation of provincial municipal capacity building strategy \* Facilitate the implementation of municipal support projects \* Support local government by facilitating boundary demarcation, supporting the elections programmes and ensuring effective inter-governmental coordination and deepening democracy through facilitating effective public participation.\* Commission research to continuously assess the capacity levels of municipalities \*Manage the development and implementation of a municipal performance monitoring tool.
- ENQUIRIES** : **Ms Mahlangu Violet (015) 294 2046**

**2. POST NAME** : **SENIOR MANAGER: BUDGET SERVICES**  
**SALARY LEVEL** : **13**  
**SALARY** : **R819 126.00 (All inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CFO**  
**REFERENCE NUMBER** : **CoGHSTA 39/15**

**REQUIREMENTS** : \*An appropriate recognised Bachelor's degree in Commerce or any in Financial management (NQF 7). \*3 years, relevant experience at management level and 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 e.g Public Service Act, Labour Relation Act, PFMA, etc. **Skills:** Strategic capability and leadership \*Programme and project management \*Change agent \*Research orientated person \*Financial management \*Change management \*workshop facilitation \*Service delivery innovation \*Problem solving and analysis \*People management and empowerment \* Client orientation and customer focus \*Confident communicator

**DUTIES** : \*Manage budget planning & implementation services  
 \*Manage budget monitoring & reporting services\*  
 Manage resources (financial, human & physical)

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

**3. POST NAME** : **CHIEF CONSTRUCTION PROJECT MANAGER**  
**SALARY LEVEL** : **OSD**  
**SALARY** : **R 756 999.00 – R865 551 (All inclusive salary package)**  
**CENTRE** : **SEKHUKHUNE DISTRICT**  
**SUB DEPARTMENT** : **ISHS**  
**REFERENCE NUMBER** : **CoGHSTA 40/15**

**REQUIREMENTS** : Appropriate 3 years recognized Bachelor's degree in Engineering or equivalent and a valid drivers' license.  
 \*Minimum 3 years relevant experience at management level and registration with a South African recognized professional body.

**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**

**4. POST NAME** : **MANAGER: SECRETARIAT TO THE HOUSE OF TRADITIONAL LEADERS**

**SALARY LEVEL** : **12**

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

**CENTRE** : **POLOKWANE**

**SUB DEPARTMENT** : **COGTA**

**REFERENCE NUMBER** : **CoGHSTA 41/15**

**REQUIREMENTS** : \*Appropriate 3 years recognized Bachelor's Degree or equivalent  
\* 3 -5 years' relevant experience 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 e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc**Skills:** \*Negotiation skills; \*Language skills and ability to communicate well with people at different levels and from different backgrounds; \*People management skills; \*Good telephone etiquette; \*Time management; \*Communication, both formal, and informal; \*Good people skills; \*Sound organizational skills; \*High level of reliability.

**KEY RESPONSIBILITIES** : Manage the formulation and implementation of programmes, policies and laws affecting house of traditional leaders; Manage the establishment of provincial and local houses of traditional leaders; Establish, maintain and ensure a good working relationship within the department and relevant stakeholders; Manage and utilise human resources in accordance with relevant directives and legislation

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

**5. POST NAME** : **MANAGER: SUBSIDY ADMIN**

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

**SALARY** : **R 532 278.00 (All inclusive salary package)**

**CENTRE** : **POLOKWANE**

**SUB DEPARTMENT** : **ISHS**

**REFERENCE NUMBER** : **CoGHSTA 42/15**

**REQUIREMENTS** : **Apropriate 3 years recognized B degree or equivalent qualification**

**.3 to 5 years relevant experience and valid driver's license**

**KEY COMPETENCIES** : **Knowledge of:** Sound and in depth knowledge and application of legislative framework governing the public service e.g. Public Service 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 Housing Demand Database; \* Manage the administration of subsidy application forms; \*Manage the Housing Subsidy Systems; \* Manage and ensures that correct beneficiaries occupy the correct houses approved for them**

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

**6. POST NAME** : **MANAGER: HUMAN SETTLEMENT PERFORMANCE REPORTING**

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

**SALARY** : **R 532 278.00 (All inclusive salary package)**

**CENTRE** : **POLOKWANE**

**SUB DEPARTMENT** : **ISHS**

**REFERENCE NUMBER** : **CoGHSTA 43/15**

**REQUIREMENTS** : **\*Appropriate 3 years recognized Bachelor's degree or equivalent \*3 years relevant experience and valid driver's license.**

**KEY COMPETENCIES** : **Knowledge of:** \* Comprehensive understanding of Housing Legislation; \*Policy and other related directives; \*Understanding of the payment method and procedures of the Department; \*Good understanding of finance, administration and information management processes; \*National Housing Code. **Skills:** \*Negotiation skills; \*Presentation/Facilitation skills; \*Report Writing; \*Time management; \*Communication, both formal, and Informal; \*Creative/innovative; \*Analytical Thinking skills: \*Computer literacy; \*Co-ordination; \*Promotion of access to information

**KEY RESPONSIBILITIES** : **\* Manage program progress reports; \* Manage the performance information of housing programs; \* Manage and coordinate reports to internal and external stakeholder.**

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

**7. POST NAME** : **MANAGER: LED**

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

**SALARY** : **R 532 278.00 (All inclusive salary package)**

**CENTRE** : **SEKHUKHUNE DISTRICT**

**SUB DEPARTMENT** : **COGTA**

**REFERENCE NUMBER** : **CoGHSTA 44/15**

**REQUIREMENTS** : **\*Appropriate 3 years recognized Bachelor's degree or equivalent majoring in Economics/Project management/LED/Business Management \*3 years relevant experience & 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, National/LED framework, (MSDP, PGDS, Provincial LED framework, Municipal LED strategies, Provincial Spatial Rationale, PFMA/MFMA, Constitution; White paper on Local Govt, Systems Act & Structures Act, Land use Management Bill. **Skills:** \*Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal, and informal; \*Project Management skill; \*Leadership skill; \*Financial Management skill; \*People Management skill; \*Analytic skills; \*Investment Analysis; \*Research skills.

**KEY RESPONSIBILITIES** : \* Provide support to Sekhukhune District Municipalities in developing, review, assessment and implementation of Local economic Development Strategies; \*Support municipalities in the establishments of functionality of LED for a; \*Provide oversight and monitoring of projects and Community Work Programme; \*Monitor the cost of doing business through red tape reduction.

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

**8. POST NAME** : **MANAGER: COMMUNITY DEVELOPMENT PROGRAMME**  
**SALARY LEVEL** : **11**  
**SALARY** : **R532 278.00 (All inclusive salary package)**  
**CENTRE** : **MOPANI**  
**SUB DEPARTMENT** : **COGTA**  
**REFERENCE NUMBER** : **COGHSTA 45/15**

**REQUIREMENTS** : Appropriate 3 years recognized B.Degree in Public Management and Administration or equivalent qualification.  
\*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** : **SURVEY TECHNICIAN (GRADE A)**  
**SALARY LEVEL** : **OSD**  
**SALARY** : **R 222 150.00 – R 239 313.00**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **COGTA**  
**REFERENCE NUMBER** : **CoGHSTA 46/15**

**REQUIREMENTS** : An appropriate 3 years recognised National Diploma or equivalent qualification in Surveying. \*Minimum of 3 years relevant experience and a valid driver's licence. Registration with PLATO as a Survey Technician.

**KEY COMPETENCIES** : **Knowledge of:** Relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, Survey Act etc, **\*Skills in:** \*Negotiation skills; \*Presentation skills; \*People management Skills; \*Time management; \*Communication, both formal, and informal.

**KEY RESPONSIBILITIES:** \*Monitor and co-ordinates the orderly planned settlements in rural and urban areas; \*Handle boundary disputes resolution pertaining to land, such as encroachments, identification and relocation of beacons; \*Surveying and mapping of land that incorporates elements of the boundary survey, mortgage survey, and topographic survey; \*Support in the deformation survey for comparison between two sites of positions for the re-measuring and calculations; \*Establish elevations of home sites for flood insurance; \*Development of Provincial and Municipal Spatial development framework; \*Monitor of all other land survey related issues.

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

**10. POST NAME** : **DEPUTY MANAGER: RESEARCH & POLICY**  
**SALARY LEVEL** : **09**  
**SALARY** : **R 270 804.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **HOD SUPPORT**  
**REFERENCE NUMBER** : **CoGHSTA 47/15**

**REQUIREMENTS** : Appropriate 3 years recognized Bachelor's degree in Social Science or equivalent qualification. 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** \*Research; \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time Management; \*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \*Plan, facilitate and integrate research activities; \*Conduct research within the department; \*Coordinate research activities within the Department; \*Coordinate the provision of Research technical support to the Department; \*Coordinate research on policies/topical issues for the department.

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

**11. POST NAME** : **CORPORATE WRITER**  
**SALARY LEVEL** : **08**  
**SALARY RANGE** : **R 227 802.00 p.a**  
**CENTRE** : **POLOKWANE**

**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 48/15**

**REQUIREMENTS** : \*An appropriate 3 years recognized Diploma or equivalent qualification in Public Relations or Communications Studies\*Minimum of 3 years relevant experience.

**KEY COMPETENCIES** : **Knowledge of:** Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target Community. **Skills in:** Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Research skills; \*Communication; \*Computer skill; \*Numeracy skill; \*Events Management; \*Organizing Planning.

**KEY RESPONSIBILITIES** : \*Research and develop innovative ideas for writing corporate news and features; \*Establish and maintain relations with Media; \*Co-ordinate and organize media related events.

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

**12. POST NAME** : **STATE ACCOUNTANT: ACCOUNTING & SYSTEMS**  
**SALARY LEVEL** : **08**  
**SALARY RANGE** : **R 227 802.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CFO**  
**REFERENCE NUMBER** : **CoGHSTA 49/15**

**REQUIREMENTS** : \* Appropriate 3 years recognized Bachelor's degree in Accounting  
 , Financial Management, Auditing or Cost and Accounting.  
 \*3 years' relevant experience.

**KEY COMPETENCIES** : **Knowledge of:**\* Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. **Skills:** \* Negotiation skills; \*Presentation skills; \*People management skills; \*Time management; \*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \* Bank Reconciliation; \* Report to Audit Committee, and the Auditor General on compliance to corporate governance issues; \* System Maintenance and Management; \*Debtors Management; \*Revenue Management.

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

**13. POST** : **ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS (4 POSTS)**  
**SALARY LEVEL** : **08**  
**SALARY** : **R227 802.00 p.a**  
**CENTRE** : **SHONGANE T/C, MPHEPHU T/C, SEKHUKHUNE T/C AND INSTITUTIONAL SUPPORT SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 50/15**

**REQUIREMENTS** : Appropriate recognized Diploma in Public Management and Administration or equivalent .A valid driver's licence. 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 Mphati Mokgadi (015) 294 2071**

**14. POST NAME** : **COMMUNITY DEVELOPMENT WORKER: CDP (2 posts)**

**SALARY LEVEL** : **06**

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

**CENTRE** : **EPHRAIM MOGALE(WARD 8) AND POLOKWANE(WARD 13)**

**SUB DEPARTMENT** : **COGTA**

**REFERENCE NUMBER** : **COGHSTA 51/15**

**REQUIREMENTS** : Grade 12/NCS or equivalent and a National Certificate in Community Development. \*Minimum 1 year experience in community work. Valid driver's licence.

**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 Mokgadi (015) 294 2071**

**15. POST** : **AUXILLIARY SERVICES OFFICER: SPATIAL PLANNING (2 POSTS)**

**SALARY LEVEL** : **06**

**SALARY** : **R148 584.00 p.a**

**CENTRE** : **VHEMBE & SEKHUKHUNE**

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

**REFERENCE NUMBER** : **CoGHSTA 52/15**

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

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

Public Service e.g., \*Public Service Act, \*Labour Relation Act, PFMA, etc **Skills** \*Negotiation skills.\*Presentation skills.\*People Management skills.\*Time management.\*Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : \*Provision of logistical support for the spatial planner, mapping of areas for land development planning;  
\*Maintaining survey plan room and ensure safe keeping of diagrams; \*Identification and confirmation of boundary and beacons; \*Confirmation of sites for deeds office.

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

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

**SALARY LEVEL** : **03**  
**SALARY** : **R87 330.00 p.a**  
**CENTRE** : **MAMAILA KOLOBE T/C and PHOOKO T/C**  
**SUB-DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 53/15**

**REQUIREMENTS** : Grade 12.

**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 Matlopele Terry (015) 294 2224**

**17. POST** : **CLEANERS (5 POSTS)**

**SALARY LEVEL** : **02**  
**SALARY** : **R73 044. 00 p.a**  
**CENTRE** : **SCM(1), KHOMANANI T/C (1), MOROANGOATO T/C, MOLEPO T/C (1) and NKIDIKITLANE T/C (1)**  
**SUB-DEPARTMENT** : **FINANCIAL MANAGEMENT/ CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 54/15**

**REQUIREMENTS** : Grade 10.

**KEY COMPETENCIES** : **Knowledge of** : operating cleaning equipments and Occupational Health and safety Act. **Skills in** : Cleaning Skills, time management, organizing, good human relations Communication skills.

**KEY RESPONSIBILITIES** : Provision of cleaning services, keep and maintain cleaning materials and equipment.

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

**18. POST** : **GROUNDSMAN TRADITIONAL AFFAIRS**  
**SALARY LEVEL** : **02**  
**SALARY** : **R73 044.00 p.a**  
**CENTRE** : **DIKGALE T/C**

**SUB-DEPARTMENT** : **CoGTA**  
**REFERENCE NUMBER** : **CoGHSTA 55/15**  
**REQUIREMENTS** : **Grade 10.**  
**KEY COMPETENCIES** : **Knowledge of the garden environment**  
**KEY RESPONSIBILITIES** : **\*Maintenance of premises, surroundings, garden and gardening tools.**  
**ENQUIRIES** : **Ms Mphati Mokgadi (015) 294 2071**

#### RE-ADVERTISEMENT

The under-mentioned post was advertised in the Sunday World dated 25<sup>th</sup> January 2015. If you applied previously please do not re-apply as your application will still be considered.

**19. POST** : **DEPUTY MANAGER: HELP DESK**  
**SALARY LEVEL** : **9**  
**SALARY** : **R270 804.00 p.a**  
**CENTRE** : **POLOKWANE**  
**SUB DEPARTMENT** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 56/15**  
**REQUIREMENTS** : **Appropriate recognized Diploma in Public Management and Administration or equivalent .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** : **Ms Monyela Hlokammoni (015) 294 2073**

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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. Certified copies of your identity document, driver's license where required and

qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications.

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

Short-listed candidates for the above posts will be subjected to a Security clearance, Competency Assessment and a technical exercise that intends to test technical elements of the job (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 Circular are also available in the following media: Sowetan (12/05/2015), Capricorn Voice (13/05/2015), Sunday World (17/05/2015), and they will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

**CLOSING DATE: 29<sup>th</sup> May 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.