

CONFIDENTIAL



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

Ref : SCH 4/1/1  
Enq : Mokhomole M  
Tel No : (015) 294 2270

**TO : ALL PROVINCIAL HEADS OF DEPARTMENTS**

**DEPARTMENTAL CIRCULAR NO 01 OF 26/27**

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

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 positions as they appear below.

1. The contents of this circular must be brought to the attention of all employees within your Departments.
2. Applications should be submitted online through <http://erecruitment.limpopo.gov.za>
3. Hand delivered applications should be submitted on a New Z 83 application Form (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted

**Note:** This advert will be posted on the following websites: [www.limpopo.gov.za](http://www.limpopo.gov.za)/[www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and social media platform

4. Applications should be submitted to: The Director: HRMA&EW; 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 by 16h00 daily).

All General enquiries should be directed to Mr Ramagoshi Phuti at (015) 294 2225, Mr Monkoe Mphodi at (015) 294 2223 and Ms Mokhomole Makgano (015) 294 2270.

**CLOSING DATE: 03<sup>rd</sup> July 2026**

The Department reserves the right to make an appointment in respect of the advertised posts. 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  
DR MALAHLELA MM**

2026/06/15  
**DATE**

## CONFIDENTIAL

### 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 positions as they appear below.

The Department of CoGHSTA is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, youth, and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. In filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) section 15 (Affirmative Action measures) and 20 (Employment Equity Plan) and relevant Human Resources Policies and HR Plan of the department will be taken into consideration. In line with the commitment to promoting representivity in the filling of entry-level positions, preference may be given to unemployed youth and CoGHSTA's interns and learners who have successfully completed their respective skills development programmes.

Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted.

SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

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

Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process.

As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates including SMS shall undertake two (2) pre-entry assessments. One (1) will be a technical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment.

Following the interview process, the selection panel will recommend SMS candidates to attend a psychometric assessment as part of selection processes and competency assessment after assumption of duty.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).

Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000

Applications should be submitted online through <http://erecruitment.limpopo.gov.za>  
Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor by 16h00 daily) or alternatively post to The Director: HRMA&EW; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700.

The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

**CLOSING DATE: 03<sup>rd</sup> July 2026.**

All General enquiries should be directed to Mr. Ramagoshi Phuti at (015) 294 2225 or Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.

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

Note: This advert will be posted on the following websites: [www.limpopo.gov.za](http://www.limpopo.gov.za)/[www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and social media platform

**1. POST NAME:** : DEPUTY DIRECTOR GENERAL: TRADITIONAL AFFAIRS  
**SALARY LEVEL** : 15  
**SALARY** : R 1 885 710.00 (All-inclusive salary package)  
**CENTRE** : POLOKWANE  
**BRANCH** : TRADITIONAL AFFAIRS  
**REFERENCE NUMBER:** CoGHSTA 01/26

**REQUIREMENTS** : Matric plus a qualification at NQF Level 8 in Anthropological Services/Social Sciences, Law, Public Administration or related as recognized by SAQA. Minimum Eight (8) Years of relevant experience at a senior managerial level and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, TKLA, legislations governing the institution of traditional leadership, legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc.  
**Generic Competencies:** Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management. Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Verbal and written). Technical competencies: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.

**KEY RESPONSIBILITIES:** Provide strategic direction and management to the Traditional Affairs Branch; Oversee the establishment and functionality of Traditional Leadership Institutions; Oversee the management and provision of administrative support to various institutions of traditional leadership; Oversee, manage and monitor the

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000. Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

administration of initiation school; Oversee and coordinate the recognition and events of traditional leaders. Manage resources (human, financial, equipment/assets); Evaluate the performance of the branch on a continuing basis against pre-determined key measurable objectives and standards; Manage performance of staff and ensure assessment of their performance; Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff; Set clear goals and performance expectations for the team and ensuring alignment with organizational objectives.

**ENQUIRIES** : **Mr. Ramagoshi Phuti (015) 294 2225**  
**NOTE** : EE Target: African Female, Coloured Female, White Female, Indian Female, Persons with Disability

**2. POST NAME** : **CHIEF DIRECTOR: COOPERATIVE GOVERNANCE SUPPORT**

**SALARY LEVEL** : **14**  
**SALARY** : **R 1 554 696.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 02/26**

**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 7) in Public Administration/Management/Social Science or related field as recognized by SAQA. Minimum 5 Years of relevant experience at senior managerial level in the local government field and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES:** 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. **Generic Competencies:** Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Verbal and written). Technical competencies: Legislation interpretation; Coordination and monitoring skills; Legislation and/or Policy implementation.

**KEY RESPONSIBILITIES:** Facilitate support and oversight to enhance Municipal financial viability; Ensure monitoring and evaluation of the performance of municipalities; Develop and implement capacity building programs to improve institutional, administrative and technical capabilities in municipalities. Ensure availability of systems and processes in municipalities to improve governance and service delivery. Coordinate collaboration and partnerships among various stakeholders to support municipalities. Manage resources (human and physical).

**ENQUIRIES** : **Mr. Ramagoshi Phuti (015) 294 2225**  
**NOTE** : EE Target: African Female, Coloured Female, White Female, Indian Female, Persons with Disability

**3. POST NAME** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING**

**SALARY LEVEL** : **14**

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

**CONFIDENTIAL**

**SALARY** : **R 1 554 696.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 03/26**

**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 7) in Accounting/Financial Management/Cost and Management Accounting or Auditing as recognized by SAQA. Minimum 5 Years of relevant experience at senior managerial level in the financial management field and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES:** Sound and in-depth knowledge of relevant prescripts, track record in preparation and management of strategic plans, Knowledge of budget management processes and administration, ability to implement and internal systems and controls to ensure sound financial management, well vested in the PFMA and knowledge of the legislative framework governing the public service e.g. Procurement policies, Public Service Act, Understanding of the public services environment, Government systems and structures, Financial management, Strategic leadership. **Generic Competencies:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

**KEY RESPONSIBILITIES:** To oversee the management and provision of financial management within the Department; Oversee Financial Accounting and Reporting in line with applicable prescripts: Ensure accurate compilation of departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department; Prepare Annual and Adjustment Budgets for the Department; Ensure efficient, economic, and effective control and management of budget and expenditure; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards; Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements; Oversee the preparation and submission of Departmental Oversight Financial Reports to Provincial Legislature, Provincial Treasury; Manage resources (human, financial, equipment/assets). Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Manage performance of staff and ensure assessment of their performance; Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

**ENQUIRIES** : **Mr. Ramagoshi Phuti (015) 294 2225**  
**NOTE** : EE Target: African Female, Coloured Female, White Female, Indian Male & Female, Persons with Disability

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0200 Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

**4. POST NAME :** DIRECTOR: MANAGEMENT ACCOUNTING  
**SALARY LEVEL :** 13  
**SALARY :** R 1 317 384.00 (All-inclusive salary package)  
**CENTRE :** POLOKWANE  
**BRANCH :** FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER:** CoGHSTA 04/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 7) in Financial Management/Financial Accounting/Cost & Management Accounting as recognized by SAQA. Minimum 5 Years of experience at middle/senior managerial level in the financial management field and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES:** Sound and in-depth knowledge of PFMA and the broader government framework on financial management, relevant prescripts, application of the legislative framework governing the public service e.g., Procurement policies, Public Service Act, understanding of the public services environment, Government systems and structures, Financial management, Strategic leadership, knowledge and experience of the budget policy framework and their due processes. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Knowledge of transfer payment regulations. Knowledge of GAAP and GRAP. Strategic financial planning. Financial reporting and analysis. **Generic Competencies:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Computer literacy, Policy formulation and implementation; Adaptability to meet the goal during changes, Innovative thinking,

**KEY RESPONSIBILITIES:** Manage the budgeting process; Manage compilation of Interim Financial Statements (IFS) and Annual Financial Statements (AFS) in line with Modified Cash Standards. Development and implementation of Financial Accounting and Reporting measures; Manage revenue and expenditure management and provide financial administration and accounting services; Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects; Align financial plans with departmental strategic objectives and Annual Performance Plans (APP); Coordinate budget hearings and engagements with Provincial Treasury and oversight bodies, Manage financial reporting and compliance services; Manage preparation of monthly, quarterly, and annual financial reports, Ensure accurate and timely submission of In-Year Monitoring (IYM) reports; Manage resources (human, financial, equipment/assets). Manage performance of staff and ensure assessment of their performance. Build and lead a high-performing team by ensuring provision of mentorship,

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0900, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

**CONFIDENTIAL**

coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

**ENQUIRIES** : **Ms. Mokhomole Makgano (015) 294 2270**  
**NOTE** : EE Target: African Female, Coloured Female, White Female, Indian Female, Persons with Disability

**5. POST NAME** : **DIRECTOR: LAND USE, DEEDS & STATUTORY BODIES**  
**SALARY LEVEL** : **13**  
**SALARY** : **R 1 317 384.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 05/26**

**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 7) in Regional and Town Planning or related as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES:** 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 **Generic Competencies:** Strategic capability and leadership, Programme and project management, Financial management, Change Management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication.

**KEY RESPONSIBILITIES:** Oversee Land Use Management; Oversee Deeds Services. Oversee Statutory Bodies; Manage resources (Financial, human and physical).

**ENQUIRIES** : **Ms. Mokhomole Makgano (015) 294 2270**  
**NOTE** : EE Target: African Female, Coloured Female, White Female, Indian Female, Persons with Disability

**6. POST NAME** : **DIRECTOR: HOUSE OF TRADITIONAL LEADERS**  
**SALARY LEVEL** : **13**  
**SALARY** : **R 1 317 384.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **TRADITIONAL AFFAIRS**  
**REFERENCE NUMBER:** **CoGHSTA 06/26**

**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 7) in Social Science / Public Management / Public Administration and Governance or related as recognized by SAQA. Minimum 5 Years of relevant experience at middle/senior managerial level and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment.

**KEY COMPETENCIES:** Sound and in-depth knowledge of relevant prescripts; Application of the legislative framework governing the public service e.g. Public Service Act, TKLA, Labour Relation Act, PFMA; strong and dynamic strategic leadership and communication skills; an understanding of the operational environment of the Department and its delivery service

## CONFIDENTIAL

imperatives; possess experience in the stakeholder management; negotiation and corporate governance; knowledge on the relevant policies/prescripts and procedures.

**Generic Competencies:** Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management. Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Service delivery Innovation (SDI); Communication (Verbal and written). Technical competencies: Legislation interpretation; Coordination and monitoring skills; Strong organizational and conflict management skills; Legislation and/or Policy implementation, Adaptability during changes to meet the goals.

**KEY RESPONSIBILITIES:** Provide effective secretarial services for the Provincial House of Traditional Leaders; 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 resources (human, financial, equipment/assets); Manage performance of staff and ensure assessment of their performance. Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff.

**ENQUIRIES :** **Ms. Mokhomole Makgano (015) 294 2270**  
**NOTE :** EE Target: African Female, Coloured Female, White Female, Indian Female, Persons with Disability

**7. POST NAME :** **CHIEF CONSTRUCTION PROJECT MANAGER (3 POSTS)**  
**SALARY LEVEL :** **OSD**  
**SALARY :** **R 1 317 108.00 (All-inclusive salary package)**  
**CENTRE :** **MOPANI, CAPRICORN & SEKHUKHUNE**  
**BRANCH :** **ISHS**  
**REFERENCE NUMBER:** **CoGHSTA 07/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Built Environment field as recognized by SAQA. Minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES:** Sound and in-depth knowledge of knowledge of programme and project management; knowledge of Town planning application of the legislative framework governing the public service; National Building Regulations & standard; SANS 10400 Building Regulations; Occupational Health & safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Project design and analysis; legal and operational compliance as well as the creation of a high-performance culture; Applicable legislation and prescripts in the Project Management field; Civil and Construction industries. **Generic Competencies:** Strategic capability and leadership; People Management and Empowerment; Programme & Project Management; Financial Management; Change Management; Knowledge Management; Client orientation & Customer focus; Problem Solving & Analysis,

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

## CONFIDENTIAL

Communication (verbal & written). Technical competencies: Coordination and monitoring skills; Analytic skills; Strong organizational and conflict management skills; Facilitation skills; Legislation and/or Policy implementation.

### KEY RESPONSIBILITIES:

Manage construction projects; Conduct technical and Integrity inspections on various construction assets. Ensure that construction projects are implemented in line with the NHBRC requirements and standards; Ensure that appointed consultants manage the quality of work within their professional scope and responsibility; Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Monitor the performance of Project Managers under his/her supervision. Mentor, develop and offer technical support to improve performance.

ENQUIRIES :

**Mr. Monkoe Mphodi (015) 294 2223**

NOTE :

EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

8. POST NAME :

**DEPUTY DIRECTOR: MUNICIPAL INSTITUTIONAL  
CAPACITY BUILDING**

SALARY LEVEL :

**12**

SALARY :

**R 1 101 468.00 (All-inclusive salary package)**

CENTRE :

**CAPRICORN**

BRANCH :

**COOPERATIVE GOVERNANCE**

REFERENCE NUMBER:

**CoGHSTA 08/26**

REQUIREMENTS :

Matric plus an undergraduate qualification (NQF 6) in Public Management/Municipal Administration or related as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director /Junior Management level and valid driver's license (with exception of person with disability).

KEY COMPETENCIES :

Extensive knowledge of Municipal and Public Service Regulations and related Legislative Frameworks **Generic Competencies:** Negotiation skills, Presentation skills, Strategic management, Project management, Managerial skills, Communications skills, Innovation, Creative and analytical thinking, Financial Management, Report writing, Sound organizational skills, High level of reliability.

KEY RESPONSIBILITIES:

Develop/review and implementation of municipal provincial capacity building framework; Strengthening institutional capacity and support municipalities through implementation of the Professionalization Framework of the Public Sector. Manage the implementation of municipal staff regulations. Conduct training and provide on-going support towards the roll out of Municipal Staff Regulations; Monitor municipal staff establishment; Manage the extent to which anti-fraud and corruption measures are implemented in municipalities; Manage municipal workplace skill plans.

ENQUIRIES :

**Mr. Monkoe Mphodi (015) 294 2223**

NOTE :

EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.cooghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

CONFIDENTIAL

9. POST NAME : DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT  
SALARY LEVEL : 12  
SALARY : R 1 101 468.00 (All-inclusive salary package)  
CENTRE : CAPRICORN DISTRICT  
BRANCH : COOPERATIVE GOVERNANCE  
REFERENCE NUMBER: CoGHSTA 09/26

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 6) in Public Administration, Project Management/ Developmental Studies/Economics) as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director /Junior Management level and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : 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, National/LED framework, MSDP; Municipal LED strategies, Provincial Spatial Rationale, PFMA/MFMA, Constitution. White Paper on Local Govt, National Development Plan & Limpopo Development Plan; **Skills in:** Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal; Project mgt skill, Leadership skill, Financial mgt skill, People Management skill, Analytic skills, Investment Analysis Research skills.

KEY RESPONSIBILITIES: Coordinate and manage functionality of Municipal and Provincial LED forum; Manage the development and review of Municipal LED strategies; Coordinate the implementation of LED initiatives and intervention; Monitor the development and roll-out of public employment programme (Community Work Programme & EPWPP within the Province). Support implementation of Small-Town revitalization programme and Integrated Urban Development Framework.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223**  
NOTE : EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability.

10. POST NAME : CONTROL GIS TECHNOLOGIST  
SALARY LEVEL : OSD  
SALARY : R 958 776.00 (All-inclusive salary package)  
CENTRE : CAPRICORN  
BRANCH : COOPERATIVE GOVERNANCE  
REFERENCE NUMBER: CoGHSTA10/26

REQUIREMENTS : Matric plus an undergraduate qualification (NQF Level 6) in GIS as recognized by SAQA. Minimum three years post qualification GISc professional experience required and a valid driver's license. • Compulsory registration with the PLATO.

KEY COMPETENCIES : Sound and in-depth knowledge of Geographical Information System, application of the legislative framework governing the public service e.g., PAIA, Spatial Data Infrastructure Act, SITA, SPLUMA, SDF, NSDP, PGDS, PFMA, etc. **Generic Competencies:** People Management and Empowerment,

## CONFIDENTIAL

Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**KEY RESPONSIBILITIES:** Design, plan and perform advanced GISc analysis to address organizations strategic objective; Maintain GIS unit effectiveness; Provide governance services; Provide project and financial management service; Manage stakeholder issues.

**ENQUIRIES NOTE :** **Ms. Monyela Hlokammoni (015) 294 2073**  
EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**11. POST NAME :** **DEPUTY DIRECTOR: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS**

**SALARY LEVEL :** 11  
**SALARY :** R 932 292.00 (All-inclusive salary package)  
**CENTRE :** POLOKWANE  
**BRANCH :** TRADITIONAL AFFAIRS  
**REFERENCE NUMBER:** CoGHSTA 11/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Management/ Office Admin / Public Administration and Governance or related as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** 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, Limpopo House of Traditional Leaders and Traditional Leadership ACT 4, etc. **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**KEY RESPONSIBILITIES:** Manage and coordinate activities of the executive committee Of the Houses; Manage and monitor the activities of portfolio committees; Manage the implementation of legislation and programmes of the houses; Manage and coordinate the establishment of provincial and local houses; Manage and facilitate sittings of the members of local and provincial houses; Manage and maintain cooperative intergovernmental relations within the department and other stakeholders.

**ENQUIRIES NOTE :** **Mr. Monkoe Mphodi (015) 294 2223**  
EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**12. POST NAME :** **DEPUTY DIRECTOR: DEVELOPMENTAL PROGRAMMES & RPL**

**SALARY LEVEL :** 11  
**SALARY :** R 932 292.00 (All-inclusive salary package)  
**CENTRE :** POLOKWANE  
**BRANCH :** CORPORATE SERVICES  
**REFERENCE NUMBER:** CoGHSTA 12/26

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.lcoghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Human Resource Management/ Human Resource Development/ Management of Training/Public Administration as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Cabinet EXCO's Decision: Cabinet Minute No 5.5 April 25,2001, Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act,58 of 1995, Toolkit for Recruitment and Selection, Labour Relations Act, Basic Conditions of Employment Act. **Generic Competencies:** People Management and Empowerment, Talent management; Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
- KEY RESPONSIBILITIES:** Develop and review learnerships and internships policies and strategies; Manage the internship and experiential learning programme; Manage the learnership programme; Manage the mentorship program; Manage recognition of prior learning programme.
- ENQUIRIES** : **Mr. Monkoe Mphodi (015) 294 2223**
- NOTE** : EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 13. POST NAME** : **DEPUTY DIRECTOR: BATHO PELE**
- SALARY LEVEL** : **11**
- SALARY** : **R 932 292.00 (All-inclusive salary package)**
- CENTRE** : **POLOKWANE**
- BRANCH** : **CORPORATE SERVICES**
- REFERENCE NUMBER:** **CoGHSTA 13/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Public Management/Public Administration or Equivalent as recognized by SAQA. A minimum of 5 years' experience within the Service Delivery Improvement Mechanisms/Interventions environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Batho Pele Principles, PFMA, Performance Management, Public Service Regulations. **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

- KEY RESPONSIBILITIES:** Manage the development and review of Service Standards; Charter and Citizens' report; Manage the Development and review of Service Standards and Service Delivery Charter; Publish the approved Service Standards and Service Charter on the website; and monitor compliance with Service Standards; provide support and input on the monitoring and evaluation report of Service Standards and Charter for submission purposes; Monitor community and coalface engagements, plan and implement public service week/month/day, coordinate the implementation of service delivery awards programmes, including Service Excellence Awards or similar, implement and ensure all relevant documentation is submitted for entry into the awards, implement SMS deployments and site visits (Khaedu), plan and liaise with HRM&D to conduct Batho Pele training for newly appointed staff, conduct unannounced visits to service delivery sites.
- ENQUIRIES :** **Ms. Mokhomole Makgano (015) 294 2270**
- NOTE :** EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability.
- 14. POST NAME :** **DEPUTY DIRECTOR: HR PLANNING, INFORMATION & SYSTEMS**
- SALARY LEVEL :** 11
- SALARY :** R 932 292.00 (All-inclusive salary package)
- CENTRE :** POLOKWANE
- BRANCH :** CORPORATE SERVICES
- REFERENCE NUMBER:** CoGHSTA 14/26
- REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/ Human Resources Management as recognized by SAQA. PERSAL results / certificate. Valid PERSAL Controller certificate will be an added advantage. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES :** Experience in condition of services / Establishment Management and PERSAL system. Sound and in-depth knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of Public Service Act (PSA), Public Service Regulation (PSR), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and in-depth knowledge of PERSAL and BAS. **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. **Technical competencies:** PERSAL, Computer, Organizing and planning. Knowledge of PERSAL.
- KEY RESPONSIBILITIES:** Manage and ensure proper utilization of the HRM systems. Monitor Human Resources information system. Oversee HR databases (e.g. PERSAL), ensuring data quality, coordinating system upgrades and maintenance. Manage and monitor

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

PERSAL activities in the department, including personnel and salary controllers, activities on PERSAL system. Register and maintain user profiles for all users and allocate functions in line with individual scope of work as per the job description. Monitor the suspense and transaction files as well as follows up all questionable transactions. Manage risk, audit and resources. Manage the implementation of the Human Resource Plan; Manage and review the Employment Equity (EE) plan; Manage retention and career management strategy; Manage departmental staff establishment; Manage the updating of HR Information Management System (HRIMS).

- ENQUIRIES :** **Ms. Mokhomole Makgano (015) 294 2270**
- NOTE :** EE Target: African Female, Coloured Male & Female, White Male, Indian Male & Female, Persons with Disability.
- 15. POST NAME :** **DEPUTY DIRECTOR: ICT SYSTEM DEVELOPMENT**
- SALARY LEVEL :** **11**
- SALARY :** **R 932 292.00 (All-inclusive salary package)**
- CENTRE :** **POLOKWANE**
- BRANCH :** **CORPORATE SERVICES**
- REFERENCE NUMBER:** **CoGHSTA 15/26**
- REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Information Communication Technology as recognized by SAQA. Minimum of 5 years' experience within the ICT environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts and the legislative framework governing the public service, including: Public Service Act, Labour Relations Act, Public Finance Management Act (PFMA), Business process analysis and modelling, System development lifecycle (SDLC) and IT governance frameworks (COBIT, ITIL, ISO 27001) Experience in project leadership and management. Demonstrable proficiency in software languages and multi-tier architectures (e.g., C#, ASP.NET, Java, HTML5, Oracle, and MS SQL). **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. **Technical Skills:** Advanced System Development Life Cycle (SDLC) methodologies (Agile, Scrum, Kanban), ICT project management, IT service management, and software architecture, Expertise in database design, backup and recovery, and data security frameworks, Business process analysis, System development and administration, ICT project management, Database management.
- KEY RESPONSIBILITIES:** Manage analysis of the departmental business strategic needs; Manage maintenance and enhancement of systems in the department; Manage the development and implementation of systems; Manage the detailed design of the solution to guide the development phase; Implement enhancements for all customised software Applications; Monitor the maintenance of all customized software

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

**CONFIDENTIAL**

- applications; Engage with other ICT teams to deliver ICT solutions.
- ENQUIRIES** : **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE** : EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 16. POST NAME** : **DEPUTY DIRECTOR: SALARIES**  
**SALARY LEVEL** : **11**  
**SALARY** : **R 932 292.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 16/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in in Financial Management, Accounting, Commerce, Cost & Management Accounting or related as recognized by SAQA. Minimum of 5 years' experience within the Finance environment of which three (3) years MUST be at Assistant Director /Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho Pele principles, DORA, public service act, computer literacy and delegation of authority. **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication skills (written & verbal). Technical Skills: knowledge of BAS, PERSAL
- KEY RESPONSIBILITIES:** Monitor payroll services; Manage reconciliation of allowance and deductions; Manage processing of salary freeze and recalls; Manage misallocation on BAS.
- ENQUIRIES** : **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE** : EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 17. POST NAME** : **DEPUTY DIRECTOR: STRATEGIC PLANNING**  
**SALARY LEVEL** : **11**  
**SALARY** : **R 932 292.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **CORPORATE SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 17/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Strategic Management/ Business Administration/ Business Management/ Public Management or Public Administration or related as recognized by SAQA. Minimum of 5 years' experience within the strategy and planning environment of which three (3) years MUST be at Assistant Director / Junior Management level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Experience in the development, monitoring, and reporting of indicators at the project/sub-program or program level. Sound and in-depth knowledge of relevant prescripts, legislative

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.lcoghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge and understanding of the regulatory requirements that impact planning in the Human Settlements, Local Government and Traditional Affairs sectors. Knowledge and understanding of government planning practices, Understanding of the public services environment, Strategic Management. **Generic Competencies:** People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

- KEY RESPONSIBILITIES:** Manage the process of reviewing Strategic Plan; Manage the process of reviewing APP; Manage the compilation of the annual departmental operational plan; Manage the development of Service Delivery Improvement Plan (SDIP); Manage the audit process for pre-determined objectives.
- ENQUIRIES :** **Ms. Monyela Hlokammoni (015) 294 2073**
- NOTE :** EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 18. POST NAME :** **CONSTRUCTION PROJECT MANAGER:**
- SALARY LEVEL :** **HUMAN SETTLEMENTS PROJECTS**
- SALARY :** **OSD**
- CENTRE :** **R 914 517.00 (All-inclusive salary package)**
- BRANCH :** **CAPRICORN**
- REFERENCE NUMBER:** **ISHS**
- REQUIREMENTS :** **CoGHSTA 18/26**
- REQUIREMENTS :** Matric plus an undergraduate qualification – National Diploma in (Built Environment Field) (NQF Level 6) with a minimum of 4 years and six months certified experience • BTech (Built Environment Field) (NQF Level 7) with a minimum of 4 years certified managerial experience. • Honours degree in any Built Environment field with a minimum of 3 years' experience • Valid driver's license. • Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
- KEY COMPETENCIES :** Sound and in-depth knowledge of Town planning, application of the legislative framework governing the public service e.g., Ability to manage multiple projects under pressure, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. **Skills & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving & Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.
- KEY RESPONSIBILITIES:** Oversee and direct construction projects from conception to completion. Manage project cost overruns daily and ensure a balance between project non-financial and financial performance. Meet contractual conditions of performance. Ensure adherence to all health and safety standards and

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.lcoghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

report issues. Undertake contract reviews on a regular basis and take necessary consequence management where performance is not satisfactory. Develop and manage project implementation plans, budgets, risk registers and progress reports. Coordinate technical inputs from built-environment professionals and specialists. Management of Intergovernmental relations between key stakeholders in the built industry and municipality.

- ENQUIRIES** : **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE** : EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 19. POST NAME** : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME**  
**SALARY LEVEL** : **10**  
**SALARY** : **R 605 742.00 (per annum)**  
**CENTRE** : **VHEMBE**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 19/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/Social Science or related as recognized by SAQA; Minimum (3) years relevant experience at supervisory level and valid driver's license-(with exception of person with disability).
- KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving & Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.
- KEY RESPONSIBILITIES:** Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development. Support municipalities to respond to community concerns; Manage the team and undertake all administrative functions required and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
- ENQUIRIES** : **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE** : EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 20. POST NAME** : **ASSISTANT DIRECTOR: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING**  
**SALARY LEVEL** : **10**  
**SALARY** : **R 605 742.00 (per annum)**

CONFIDENTIAL

**CENTRE :** CAPRICORN  
**BRANCH :** COOPERATIVE GOVERNANCE  
**REFERENCE NUMBER:** CoGHSTA 20/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/Management/Municipal Administration or related as recognized by SAQA; Minimum (3) years relevant experience at supervisory level and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service, Extensive knowledge of Municipal and Public Service Regulations and related Legislative Frameworks. **Skills & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving & Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Coordinate the development/review and implementation of municipal provincial capacity building framework; Coordinate the implementation of municipal staff regulations; Provide support on municipal staff establishment; Coordinate the extent to which anti-fraud and corruption measures are implemented in municipalities; Coordinate municipal workplace skill plans.

**ENQUIRIES :** **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE :** EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**21. POST NAME :** **ASSISTANT DIRECTOR: STRATEGIC STATUTORY PLANNING (RE-ADVERTISEMENT- Those who have applied previously need to re-apply)**

**SALARY LEVEL :** 10  
**SALARY :** R 605 742.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** COOPERATIVE GOVERNANCE  
**REFERENCE NUMBER:** CoGHSTA 21/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Development/Urban/Statutory/Town & Regional/Built Environmental Planning including Information Administration & Technology or related as recognized by SAQA. Minimum (3) years relevant experience at supervisory level and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** 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, SPUMA, Proclamation R 293/62, 45 of 1990, Deeds Registries Act, 47 of 1937 and Proclamation 45 of 1990. **Skills & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving &

**CONFIDENTIAL**

Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Facilitate stakeholder engagement and satisfaction; Facilitate the establishment and operational efficiency of municipal planning tribunals; Ensure compliance and quality assurance in land development applications; Facilitate operational effectiveness and compliance of municipal planning and appeal tribunals; Ensure assessment and information gathering for land development applications; Coordinate administrative support for municipal planning tribunal meetings.

**ENQUIRIES :** **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE :** EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**22. POST NAME :** **ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION**  
**SALARY LEVEL :** **10**  
**SALARY :** **R 605 742.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **ISHS**  
**REFERENCE NUMBER:** **CoGHSTA 22/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Management/Administration or related as recognized by SAQA; Minimum (3) years relevant experience at supervisory level and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** 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. Housing Act no. 107 of 1997, Breaking new grounds, Social Housing Act, Flisp, National Housing Code of 2009, Rental Housing Act, Housing Code, Military Veterans Act, First Home Finance policy framework, Housing Subsidy System.  
**Skills & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving & Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Coordinate the administration of subsidy application processes; Coordinate the Housing Demand Database; Coordinate the Housing Subsidy System (HSS) and National Housing Needs Register (NHNR); Coordinate and ensures that correct beneficiaries occupy the correct houses approved in line with the status report; Coordinate the implementation of the ministerial prioritized programmes.

**ENQUIRIES :** **Ms. Monyela Hlokammoni (015) 294 2073**  
**NOTE :** EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**23. POST NAME :** **ASSISTANT DIRECTOR: ACQUISITION SERVICES**

CONFIDENTIAL

- (RE-ADVERTISEMENT- Those who have applied previously need to re-apply)
- SALARY LEVEL :** 09  
**SALARY :** R 487 197.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER:** CoGHSTA 23/26
- REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA. Minimum (3) years relevant experience at supervisory level in SCM environment and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES :** 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 & Competencies:** People Management; Financial Management; Planning and organizing skills; Interpersonal skills. Client orientation & Customer focus; Problem Solving & Analysis; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.
- KEY RESPONSIBILITIES:** Coordinate (synergise), review and execute the bidding process; Coordinate, review and compile the list of prospective providers for quotations; Coordinate, review and sourcing quotations from the database according to the threshold value determined by National Treasury; Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regards to financial and HR administration.
- ENQUIRIES :** Ms. Palmer Olivia (015) 294 2094  
**NOTE :** EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 24. POST NAME :** ASSISTANT DIRECTOR: MISCONDUCT AND DISPUTES  
**SALARY LEVEL :** 9  
**SALARY :** R 487 197.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** CORPORATE SERVICES  
**REFERENCE NUMBER:** CoGHSTA 24/26
- REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Labour Relations/Labour Law/LLB as recognized by SAQA. Minimum (3) years relevant experience at supervisory level in Labour Relations environment and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES :** Sound and in-depth knowledge and understanding public Service legislations, regulations & labour laws (LRA, BCEA, EEA, Skills Development Act, COIDA, OHSWA, Public Service Act & Regulations), Conciliation & Arbitration processes; PCSBC & GPSSBC Resolutions, Rules for the Conduct of proceedings before the CCMA/ GPSSBC. **Skills & Competencies:** Computer literacy; Good communication skills (verbal & written); Planning and organizing skills;

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700. Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.lcoghsta.limpopo.gov.za>

Integrated Sustainable Human Settlements

**CONFIDENTIAL**

Interpersonal skills. Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Co-ordinate the Investigation of misconduct & conduct disciplinary hearings; Coordinate investigations on grievances and disputes; Compile investigation reports and make recommendations to the Deputy Director for further processing; Facilitate grievance resolution during grievance meetings; Conduct training on grievances and disputes; Represent the department on the disputes referred to GPSSBC, CCMA, PSCBC, and the Labour Court; Co-ordinate the Drafting of legal opinions on Labour matters; Co-ordinate awareness programmes on the Code of Conduct.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**25. POST NAME :** **ASSISTANT DIRECTOR: ICT INFRASTRUCTURE**  
**SALARY LEVEL :** **9**  
**SALARY :** **R 487 197.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **CORPORATE SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 25/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Information Systems/ Information Infrastructure as recognized by SAQA. CompTIA A+ and N+ will be an added advantage. Minimum (3) years relevant experience at supervisory level in ICT environment and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** 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, COBIT, ITIL, etc. Business process analysis and modelling, Experience in project leading and management. **Skills & Competencies:** Computer literacy; Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills. Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Develop Infrastructure plans for the Department; Maintain Server Environment within the Department and Municipalities; Maintain network infrastructure for the Department and Municipalities.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**26. POST NAME :** **LOCAL COORDINATOR (3 posts)**  
**SALARY LEVEL :** **8**  
**SALARY :** **R 413 001.00 (per annum)**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 26/26/1 Musina**  
**CoGHSTA 26/26/2 Makhado**  
**CoGHSTA 26/26/3 Ephraim Mogale**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in

**CONFIDENTIAL**

Community Development, Public Admin/related as recognized by SAQA. Minimum 2 years in Community Development Programme and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills & Competencies:** Good communication skills (verbal & written); Planning and organizing skills; Interpersonal skills; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Facilitate compilation of ward profile; Facilitate identification of service delivery cases; Facilitate identification of community concerns; Monitor household visits.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Musina 26/-26/1)

EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Makhado 26/26/2)

EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Ephraim Mogale 26/26/3)

**27. POST NAME :** **SENIOR ADMIN OFFICER: ACQUISITION SERVICES**  
**SALARY LEVEL :** **8**  
**SALARY :** **R 413 001.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 27/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA. Minimum of 2 years in Supply chain Management field and valid driver's license (with exception of disabled applicants).

**KEY COMPETENCIES :** 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, Broad Based Black Management Act, SCM Framework, Preferential Procurement Regulations, Bid Committee Process. **Skills and Competencies:** Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details; Time management; Presentation skills; People management skills.

**KEY RESPONSIBILITIES:** Facilitate and administer sourcing of quotations and bids;

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0110, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

**CONFIDENTIAL**

- Administer receipt and safekeeping of bid documents; Provide secretariat and logistical support to bid committees.
- ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**  
**NOTE** : EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 28. POST NAME** : **CAPACITY DEVELOPMENT FACILITATOR: TRAINING AND CAPACITY DEVELOPMENT**  
**SALARY LEVEL** : **8**  
**SALARY** : **R 413 001.00 (per annum)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **CORPORATE SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 28/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Human Resource Management/Management Training/Public Administration as recognized by SAQA. Minimum of 2 years relevant experience and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts and the legislative framework governing the public service, including: Constitution of the Republic of South Africa, State of the Nation Address {SONA}, State of the Province Address {SOPA}, MEC's Address, Provincial Growth and Development Strategy, National Human Resource Development Strategy, Provincial Human resources Strategy, Departmental Human Resource Strategy, National Skills Development for NSDS, Public Service Regulations, 2001, Skills Development Act, No 97 of 1999, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act, 58 of 1995, White Paper on HRD, Labour Relations Act, Basic Conditions of Employment Act. **Skills & Competencies:** Good interpersonal relations; Presentation/Facilitation/coordination skills; Computer literacy; Planning and organizing skills; Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details; Report writing.
- KEY RESPONSIBILITIES:** Administer the compilation, consolidation, approval, and implementation of the Workplace Skills Plan. Administer the registration and professional interviews with the Professional bodies; Administer orientation and induction of employees; Administer the internal bursaries; Administer Skills Audit; Administer Recognition of Improved Qualification
- ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**  
**NOTE** : EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability
- 29. POST NAME** : **SENIOR ADMIN OFFICER: ASSET SERVICES**  
**SALARY LEVEL** : **8**  
**SALARY** : **R 413 001.00 (per annum)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **FINANCIAL MANAGEMNT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 29/26**
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain /Financial or Asset Management or related as recognized by SAQA. Minimum of 2 years relevant experience

**CONFIDENTIAL**

and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** 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 & Competencies:** Skills and Competencies: Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Facilitate the updating of asset register; Facilitate and conduct assets verification process; Facilitate process of assets disposal.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability.

**30. POST NAME :** **SENIOR ADMIN OFFICER: HUMAN SETTLEMENTS PERFORMANCE REPORTING**

**SALARY LEVEL :** 8  
**SALARY :** R 413 001.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** ISHS  
**REFERENCE NUMBER:** CoGHSTA 30/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/Management/Development Studies or related as recognized by SAQA; Minimum of 2 years relevant experience and valid South African driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts; application of the legislative framework governing the public service; 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 & Competencies:** Report Writing, Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Facilitate the program progress reports; Administer and validate happy letter; Update progress milestones on HSS; Internal Job Creation (EPWP Incentive Grant); External Job Creation (Infrastructure projects); Capture Business plan on Table B5(project list); Update the non-financials and financials on IRM after the approval of business plan.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability.

**31. POST NAME :** **MONITORING AND EVALUATION PRACTITIONER**  
**SALARY LEVEL :** 8  
**SALARY :** R 413 001.00 (per annum)  
**CENTRE :** MOPANI

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700 Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

**CONFIDENTIAL**

**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 31/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Local Government/Public Management/ Administration or related as recognized by SAQA; Minimum of 2 years relevant experience and valid South African driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Understanding of the public service environment, Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act, Public Finance Management Act, Integrated Development Planning, Performance Monitoring and Evaluation, General Management, Strategic Planning, Service Delivery, Governance Issues, Relevant Legislation, Financial Management, Development and Planning. **Skills & Competencies:** Negotiation skills, Presentation skills; Time management; Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Facilitate the MEC reports on the state of municipalities; Facilitate the monitoring and evaluation of the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Facilitate the implementation of PMS of PMS by municipalities on annual basis; Support municipalities with the implementation of the individual PMS; Facilitate the monitoring of the employment contracts of s57 Managers.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**32. POST NAME :** **HOUSING SUBSIDY SYSTEMS ANALYST**  
**SALARY LEVEL :** **8**  
**SALARY :** **R 413 001.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **ISHS**  
**REFERENCE NUMBER:** **CoGHSTA 32/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/ Financial Accounting or related as recognized by SAQA; Minimum of 2 years relevant experience and valid South African driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relations Act, PFMA, etc Housing Act no. 107 of 1997, Breaking new grounds, Social Housing Act, Flisp, National Housing Code of 2009, Rental Housing Act, Housing Code, Military Veterans Act, First Home Finance policy framework. Housing Subsidy Systems. **Skills & Competencies:** Negotiation skills; Presentation skills; People management skills; Time management;

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

Communication, both formal, and informal; Computer Literacy.

**KEY RESPONSIBILITIES:** Co-ordinate and implement the effective running of Housing Subsidy System, Housing Subsidy Portal and National Housing Needs Register. Analyze HSS and identify areas for improvement and propose new or enhanced solutions. Provides training to end-users on HSS, HSS Online, NHNR and offers ongoing support.

**ENQUIRIES :** **Ms. Palmer Olivia (015) 294 2094**  
**NOTE :** EE Target: African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**33. POST NAME :** **ADMIN OFFICER: ACQUISITION SERVICES (2 posts)**  
**SALARY LEVEL :** **7**  
**SALARY :** **R 338 106.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 33/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA. Minimum of 1 year in Supply chain Management field and valid driver's license (with exception of disabled applicants).

**KEY COMPETENCIES :** 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 & Competencies:** Computer literacy; Planning and organizing skills; Administration, Report writing; Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details; Time management. Good communication skills; Interpersonal skills. Communication interpersonal relations.

**KEY RESPONSIBILITIES:** Sourcing and administration of quotations; Administration of bid documents; Render secretariat support to bid committees.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**34. POST NAME :** **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION**  
**SALARY LEVEL :** **7**  
**SALARY :** **R 338 106.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **CORPORATE SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 34/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Human Resource Management/Personnel Management or Public Administration as recognized by SAQA; Minimum of 1-year relevant experience and valid South African driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, Knowledge and understanding public service legislations, Public Service Act, Public Service Regulation, Labour

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.lcoghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

## CONFIDENTIAL

Relations Act, Basic Conditions of Employment Act, Human Resource Directives and Determinations. **Skills & Competencies:** Presentation/Facilitation, Report Writing, Computer literacy; Time management, Communication skills (verbal & written); Analytical PERSAL administration, Secretarial; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Administering of advertised vacant posts on the structure; Coordinate selection processes; Facilitate PERSAL appointments; Coordination of placements; Facilitate acting appointments and transfers.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**35. POST NAME :** **STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENT (2 posts)**

**SALARY LEVEL :** 07  
**SALARY :** R 338 106.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER:** CoGHSTA 35/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification as recognized by SAQA; Minimum of 1 year experience and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho-Pele principles, Dora, Public service act, Computer literacy and delegation of authority. **Skills & Competencies:** Time management; Computer skill, Numeracy skill; Conflict resolution skills; Computer literacy; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Receive, register and verify payment claims from claims and Contract management; Check and verify availability of accompanying documents; Verify beneficiaries' lists with HSS approved status report; Reporting; safe keeping of claims for audit purposes.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**36. POST NAME :** **ADMIN OFFICER: DISASTER RISK ASSESSMENT & REDUCTION**

**SALARY LEVEL :** 7  
**SALARY :** R 338 106.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** COOPERATIVE GOVERNANCE  
**REFERENCE NUMBER:** CoGHSTA 36/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in

## CONFIDENTIAL

Disaster Management or related as recognized by SAQA. Minimum of 1 year experience and valid driver's license (with exception of disabled applicants).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, Disaster and emergency services, Disaster Management Act, Legislation and regulations, Local government and environment. **Skills & Competencies:** Computer literacy; Coordination skills, Office management; Interpersonal skills. Communication skills (verbal & written); Administration skill; Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Ensure the compilation of integrated disaster risk management plans; Conduct risk assessment services; Implement disaster risk reduction plans and programmes.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**37. POST NAME :** **ADMIN OFFICER: ASSURANCE SERVICES**  
**SALARY LEVEL :** **7**  
**SALARY :** **R 338 106.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 37/26**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Financial Accounting /Internal Auditing as recognized by SAQA. Minimum of 1 year experience.

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, Accounting and auditing standards, Public Finance and Auditing, Public Administration, Relationship management, Communication, Performance management. **Skills & Competencies:** Accounting & auditing, Computer literacy; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Implement internal control plans and framework; Provide administrative assurance services; Facilitate with Treasury, Internal Audit, Auditor-General and other Stakeholders.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**38. POST NAME :** **COMMUNITY DEVELOPMENT WORKER (10 POSTS)**  
**SALARY LEVEL :** **7**  
**SALARY :** **R 338 106.00 (per annum)**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER:** **CoGHSTA 38/26/1 Blouberg Ward 06**  
**CoGHSTA 38/26/2 Lepelle-Nkumpi Ward 19**  
**CoGHSTA 38/26/3 Mogalakwena Ward 01**  
**CoGHSTA 38/26/4 Mogalakwena Ward 09**  
**CoGHSTA 38/26/5 Greater Giyani Ward 19**  
**CoGHSTA 38/26/6 Greater Letaba Ward 11**  
**CoGHSTA 38/26/7 Makhuduthamaga Ward 09**  
**CoGHSTA 38/26/8 Makhuduthamaga Ward 20**

Hensa Towers Building, 20 Rabe Street, POLOKWANE, 0700 Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

**CONFIDENTIAL**

**CoGHSTA 38/26/9 Collins Chabane Ward 32  
CoGHSTA 38/26/10 Makhado Ward 03**

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration or related as recognized by SAQA/National Certificate in Community Development. Minimum of 1 year relevant experience and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, Batho Pele principles; public service act; computer literacy; Dynamics; culture and language of the target community.  
**Skills & Competencies:** Computer literacy; Negotiation skills; Presentation skills; Planning and organizing skills; Time management; Communication skills (verbal & written); Interpersonal skills; Computer skills.

**KEY RESPONSIBILITIES:** Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.

*Applicants for the positions must attach proof of residence.*

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224/ Ms. Mabina Reneilwe (015) 294 2046**

**NOTE :** EE Target: Youth, African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Blouberg 38/26/1)

EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability Lepelle-Nkumpi 3/26/2, Mogalakwena 38/26/3 & 38/26/4, Greater Giyani 38/26/5, Greater Letaba 38/26/6, Makhuduthamaga 38/26/7 & 38/26/8, Collins Chabane 38/26/9

EE Target: Youth, African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Makhado 38/26/9)

**39. POST NAME :** **PERSONAL ASSISTANT (4 posts)**

**SALARY LEVEL :** **07**

**SALARY :** **R 338 106.00 per annum**

**CENTRE :** **POLOKWANE**

**BRANCH :** **CORPORATE SERVICE, ISHS & COOPERATIVE GOVERNANCE**

**REFERENCE NUMBER:** **CoGHSTA 39/26/1 STRATEGY MANAGEMENT SERVICES  
CoGHSTA 39/26/2 HUMAN SETTLEMENT ADMINISTRATION & PROPERTY MANAGEMENT  
CoGHSTA 39/26/3 HUMAN SETTLEMENTS PROGRAMME & PROJECT MANAGEMENT REGION B  
CoGHSTA 39/26/4 MUNICIPAL INFRASTRUCTURE**

**REQUIREMENTS :** An undergraduate qualification (NQF Level 6) in Secretarial/ Office Management / Management Assistant as recognized by SAQA. Minimum of 1 year experience in Office Management.

**KEY COMPETENCIES :** 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,

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

**Integrated Sustainable Human Settlements**

Restricted | LCOGHSTA

## CONFIDENTIAL

etc. **Skills & Competencies:** Negotiation skills; Computer literacy; Presentation skills; People management skills; Time management, Communication skills (written & verbal); Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Provide secretarial support; Manage the office; Manage the filing system; Maintain the Chief Director's diary; Management of telephone enquiries; Manage and monitor the budget of the Chief Directorate.

**ENQUIRIES :** **Ms. Malahlela Nora (015) 294 2224**  
**NOTE :** EE Target: Youth, African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**40. POST NAME :** **PERSONNEL OFFICER: CONDITIONS OF SERVICES AND REMUNERATION**  
**SALARY LEVEL :** 6  
**SALARY :** R 280 278.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** CORPORATE SERVICES  
**REFERENCE NUMBER:** CoGHSTA 40/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Public Administration/Human resource Management or related as recognized by SAQA and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Public Service Regulations, PFMA, BCEA, EEA, Labour Relations Act, Determination and Directive of Leave of Absence in the Public Service, GEP Law, PILIR, PSCBC Resolutions and other HR Legislations, **PERSAL Skills & Competencies:** Communication and Interpersonal skills, Organizational and Time management Skills, Problem- Solving skills, Attention to Detail, Proficiency in HR Systems, Leadership and Team Management Skills.

**KEY RESPONSIBILITIES:** Administer the processing of leaves; Administer processing of pension benefits; Administer the processing of compensation and employees benefits.

**ENQUIRIES :** **Ms. Mabina Reneilwe (015) 294 2046**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**41. POST NAME :** **DISABILITY ASSISTANT: SPECIAL PROGRAMMES**  
**SALARY LEVEL :** 6  
**SALARY :** R 280 278.00 (per annum)  
**CENTRE :** POLOKWANE  
**BRANCH :** CORPORATE SERVICES  
**REFERENCE NUMBER:** CoGHSTA 41/26

**REQUIREMENTS :** Matric plus an undergraduate qualification (NQF Level 6) in Social Science or related as recognized by SAQA and valid driver's license.

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts,

## CONFIDENTIAL

application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, White Paper on the rights of Persons with Disabilities, Reasonable Accommodation of persons with Disabilities and United Nation convention on the Rights of Persons with Disabilities etc. **Skills & Competencies:** Negotiation skills, Presentation skills, People management skills, Conflict resolution, Decision making, Time management, Communication, both formal, and informal.

**KEY RESPONSIBILITIES:** Provide disability support services; Provide administration services.  
**ENQUIRIES :** **Ms. Mabina Reneilwe (015) 294 2046**  
**NOTE :** EE Target: Youth, African Female, Coloured Male & Female, White Female, Indian Male & Female.

**42. POST NAME :** **ADMIN CLERK: CLAIMS MANAGEMENT (2 Posts)**  
**SALARY LEVEL :** **5**  
**SALARY :** **R 237 453.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **ISHS**  
**REFERENCE NUMBER:** **CoGHSTA 42/26**

**REQUIREMENTS :** Grade 12 /Matric / NQF level 4 as recognized by SAQA.

**KEY COMPETENCIES :** 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 & Competencies:** Computer literacy; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Ability to work under pressure and be self-motivated; Attention to details.

**KEY RESPONSIBILITIES:** Registration of contractors and engineers; Arrangement of meetings between department and stakeholders; Collate information and compile database for the development and implementation of housing contracts; Maintain record management and database of contractors and engineers; Processing of claims.

**ENQUIRIES :** **Ms. Mabina Reneilwe (015) 294 2046**  
**NOTE :** EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability

**43. POST NAME :** **CLEANER: FACILITIES**  
**SALARY LEVEL :** **2**  
**SALARY :** **R 144 204.00 (per annum)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **CORPORATE SERVICES**  
**REFERENCE NUMBER:** **CoGHSTA 43/26**

**REQUIREMENTS :** ABET / AET qualification **Skills and Competencies:** Communication Skills; interpersonal skills; Planning skills and Initiative; Ability to recognize safety hazards; Operation of the office equipment and problem solving; Ability to work in a team.

**KEY RESPONSIBILITIES:** Provision of cleaning services; Keep and maintain cleaning materials and equipment; Request cleaning materials.

**ENQUIRIES :** **Ms. Mabina Reneilwe (015) 294 2046**

Hensa Towers Building, 20 Rabe Street. POLOKWANE, 0700, Private Bag X9485, Polokwane, 0700  
Tel: (015) 285 5000, (015) 294 2000, Website: <http://www.coghsta.limpopo.gov.za>

Integrated Sustainable Human Settlements

Restricted | LCOGHSTA

**CONFIDENTIAL**

**NOTE** : EE Target: Youth, African Male, Coloured Male & Female,  
White Female, Indian Male & Female, Persons with Disability