



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

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

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 02 OF 25/26

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

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. The contents of this circular must be brought to the attention of all employees within your Departments.
2. Applications should be submitted 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
4. Note: The contents of this Circular will also be posted on the following websites www.coghsta.limpopo.gov.za and www.dpsa.gov.za
5. Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).
6. 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: 31 October 2025

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.

Signed by Makhofo Senana Kgoahla
Signed at 2025-10-06 11:30:15 +02:00
Reason I approve this document

HEAD OF DEPARTMENT 

06/10/25

DATE

1. POST NAME : DEPUTY DIRECTOR GENERAL: COOPERATIVE GOVERNANCE
 SALARY LEVEL : 15
 SALARY : R 1 813 182.00 (All-inclusive salary package)
 CENTRE : POLOKWANE
 BRANCH : COOPERATIVE GOVERNANCE
 REFERENCE NUMBER : CoGHSTA 25/25

REQUIREMENTS : Matric plus a postgraduate qualification in Public Administration / Public Management/ Political Science (NQF level 8) or related as recognized by SAQA. Minimum 8 years of experience at a senior managerial level and valid driver's license (with exception of person with disability).

KEY COMPETENCIES: Strategic Capacity and leadership, People Management & Empowerment, Financial Management, Change Management and Programme & Project Management. **Skills in:** Negotiation skills, Facilitation skills, Report Writing, Time management, Ability to Communicate with people at different levels and from different backgrounds, Creative/innovative, Analytical Thinking skills, Language Skills, Good grooming and Presentation, Good Telephone Etiquette, Good Organizational skills, Good People skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion.

KEY RESPONSIBILITIES : Provide and facilitate provincial development and planning service; Coordinate municipal infrastructure development; Monitor, support and evaluate the performance of municipalities; Coordinate intergovernmental relations, Disaster Management, public participation and governance; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti (015) 294 2225

2. POST NAME : DEPUTY DIRECTOR GENERAL: TRADITIONAL AFFAIRS
 SALARY LEVEL : 15
 SALARY : R 1 813 182.00 (All-inclusive salary package)
 CENTRE : POLOKWANE
 BRANCH : TRADITIONAL AFFAIRS
 REFERENCE NUMBER : CoGHSTA 26/25

REQUIREMENTS : Matric plus a postgraduate qualification in Anthropological Services, Law, Public Administration (NQF level 8) or related as recognized by SAQA. Minimum 8 years of experience at a senior managerial level and valid driver's license (with exception of person with disability).

KEY COMPETENCIES: Strategic Capacity and leadership, People Management & Empowerment, Financial Management, Change Management and Programme & Project Management. **Skills in:** Negotiation skills, Facilitation skills, Report Writing, Time management, Ability to Communicate with people at different levels and from different backgrounds, Creative/innovative, Analytical Thinking skills, Language Skills, Good grooming and Presentation, Good Telephone Etiquette, Good Organizational skills, Good People

skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion.

KEY RESPONSIBILITIES : Oversee the establishment and functionality of Traditional Leadership Institutions; Monitor and coordinate the administrative support to district satellite and Traditional Councils; Provide strategic direction and management to the Traditional Affairs Branch; Oversee the management and administrative support to Kingship and Queenship; Monitor Traditional Council finances; Oversee, manage and monitor the provision of initiation school; Ensure good standard and compliance to the bill of rights at the circumcision schools; Oversee and coordinate activities of the executive committee of the Houses; Monitor the activities of portfolio committees; Monitor the establishment of Provincial and Local Houses; Oversee and coordinate the recognition and events of traditional leaders.

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2225**

3. POST NAME : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES**
SALARY LEVEL : **11**
SALARY : **R 896 436.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 27/25**

REQUIREMENTS : Matric plus an undergraduate qualification (NQF Level 6) in Security Management, Criminal Justice & Forensic Investigations/Policing or related as recognized by SAQA. Minimum 5 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, Knowledge on the relevant policies/prescripts and procedures etc. **Skills in:** Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilization; Policy Formulation; Vetting; Investigation

KEY RESPONSIBILITIES : Manage implementation of MISS/PISP within the department and Municipalities Manage physical and information security disciplines within the department; Manage and implement access control services within the department; Manage establishment and implementation of security screening (vetting) strategies and procedures; Manage contract security; Ensure the provision and coordination of physical security support to the MEC's visits; Develop a scheduled physical and information security audit programme.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223**
4. POST NAME : **DEPUTY DIRECTOR: ASSURANCE SERVICES**
SALARY LEVEL : **11**
SALARY : **R 896 436.00 (All-inclusive salary package)**

CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 28/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/ Internal Auditing/Cost Management and Accounting and Financial Accounting (NQF Level 6) or related as recognized by SAQA. Minimum 5 Years relevant experience at supervisory level and valid driver's license (with exception of person with disability). Affiliation with Professional Body i.e. IIASA and SAICA, added advantage with: IAT, PIA and CA (SA) Designation(s)
KEY COMPETENCIES	:	Sound and in-depth knowledge of Accounting and auditing Standards; Public Finance and Auditing; Public Administration; Project management; Relationship management; Leadership; Communication; Change management; Performance management. Skills in: Accounting & auditing; Computer literacy; Policy analysis; Budgeting; Public Management; Communication.
KEY RESPONSIBILITIES	:	Manage Internal Control Plans and Framework; Manage the facilitation of assurance services; Manage internal and external audit with Treasury, Internal Audit, Auditor-General and other Stakeholders.
ENQUIRIES	:	Mr. Monkoe Mphodi (015) 294 2223
5. POST NAME	:	DEPUTY DIRECTOR: FLEET SERVICES
SALARY LEVEL	:	11
SALARY	:	R 896 436.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 29/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Transport Management, Public Management/Administration or related field (NQF Level 6) or related as recognized by SAQA. Minimum 5 years relevant experience at supervisory level and valid driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills in: Communication skills; Negotiating skills; Facilitation skills; Report writing; Co-operation skills; Liaison skills; Networking.
KEY RESPONSIBILITIES	:	Manage the procurement of new vehicles for government own and subsidized vehicles; Manage registration and licensing of state vehicles; Manage the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Manage processing of fuel payment claims for all schemes (MMS,SMS,A & B); Manage the provision and development of transport manuals and policies.
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270
6. POST NAME	:	ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING & EVALUATION

SALARY LEVEL	:	10
SALARY	:	R 582 444.00 (per annum)
CENTRE	:	WATERBERG
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 30/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Local Government/Public Management/ Public Administration (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant 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; 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 in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Policy Development.
KEY RESPONSIBILITIES	:	Coordinate and consolidate the MEC reports on the state of Municipalities; Coordinate and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Audit the implementation of PMS by municipalities on annual basis; Provide support to municipalities with the implementation of the individual PMS; Monitoring of the employment contracts of s57 Managers.
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270
7. POST NAME	:	ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME
SALARY LEVEL	:	10
SALARY	:	R 582 444.00 (per annum)
CENTRE	:	CAPRICORN
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 31/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Administration/Development Studies/Social Science (NQF 6) or related as recognized by SAQA; Minimum of 3 years relevant experience 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 in: Negotiation skills, People management,

Financial planning, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management

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. Mokhomole Makgano (015) 294 2270**

8. POST NAME : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES & DIVERSITY MANAGEMENT**

SALARY LEVEL : **9**

SALARY : **R 468 459.00 (per annum)**

CENTRE : **POLOKWANE**

BRANCH : **CORPORATE SERVICES**

REFERENCE NUMBER : **CoGHSTA 32/25**

REQUIREMENTS : Matric plus an undergraduate qualification in Social Sciences/Social Work/Public Administration or related (NQF Level 6) as recognized by SAQA. Minimum 3 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, Public Service Regulation, Public Service Act, PFMA, National Youth Development Agency Act 54 of 2008, Children's Act 38 of 2005, Beijing Declaration and Platform of Action (1995), Gender Policy Framework for Local Government, Older Person's Rights Act 13 of 2006, White Paper on the Rights of persons with Disabilities of 09th March 2016, Employment Equity Act 55 of 1998, Public Service Act of 1994. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

KEY RESPONSIBILITIES : Develop and facilitate the implementation of departmental policies and programmes regarding gender, youth and people with disabilities; Co-ordinate, promote and implement all matters related to youth, gender, people with disabilities, and Batho Pele in the department; Promote and protect human dignity & human rights (women, youth, children, older persons including women with disabilities); Provide support to municipalities during Provincial, National and International Days events; Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to gender, youth, people with disabilities programmes.

ENQUIRIES	:	Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department Ms. Monyela Hlokammoni (015) 294 2073
9. POST NAME	:	ASSISTANT DIRECTOR: BUDGET MONITORING & REPORTING
SALARY LEVEL	:	9
SALARY	:	R 468 459.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 33/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Financial Accounting/ Accounting/Cost and Management Accounting (NQF Level 6) or related as recognized by SAQA. Minimum 3 years relevant 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., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. Public Service Act, Labour Relation Act, PFMA, National Treasury Regulation, Financial Reporting Standards. Skills in: Computer skills; Accounting skills; Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Budget monitoring; Budget reporting.
ENQUIRIES	:	Ms. Monyela Hlokammoni (015) 294 2073
10. POST NAME	:	ASSISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT
SALARY LEVEL	:	9
SALARY	:	R 468 459.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 34/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Information Technology (NQF Level 6) or related as recognized by SAQA. Minimum of 3 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: 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. Skills in: Technical Skills: Business process analysis, System development and administration, ICT project management, Database management Soft Skills: Communication and interpersonal skills, People management and teamwork, Planning.
KEY RESPONSIBILITIES	:	Develop systems according to technical specification and

		Methodologies; Implement changes to existing systems according to approved standards and procedures; Monitor and make recommendations on systems.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094
11. POST NAME	:	ASSISTANT DIRECTOR: ANTI-FRAUD & CORRUPTION MANAGEMENT (2 posts)
SALARY LEVEL	:	9
SALARY	:	R 468 459.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	HOD SUPPORT
REFERENCE NUMBER	:	CoGHSTA 35/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Criminal Justice & Forensic Investigations/Policing/Internal Auditing (NQF 6) or related as recognized by SAQA; Minimum of 3 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 Regulation, Public Service Act, PFMA, MFMA, Code of Conduct. Skills in: Investigation; Interviewing skills; Good communication skills both formal and inform; Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Creative/innovative; Co-ordination skills; Networking; Analytical Thinking skills.
KEY RESPONSIBILITIES	:	Conduct investigations on reported incidents of fraud and corruption within the department and municipalities; Prevent Corporate Crime and Misconduct within the Department and Municipalities; Coordinate recovery of assets acquired fraudulently; Identification of weaknesses in the internal control measures and recommend and monitor the improvement thereof; Conduct awareness workshops on Anti-Fraud and Corruption within the Department and Municipalities.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094
12. POST NAME	:	ASSISTANT DIRECTOR: MISCONDUCT & DISPUTES
SALARY LEVEL	:	9
SALARY	:	R 468 459.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 36/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Labour Relations/Law (NQF 6) or related as recognized by SAQA; Minimum of 3 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, Knowledge and understanding public service legislations, regulations & labour laws (LRA, BCEA, EEA, Skills Development Act, COIDA, OHSA, Public Service Act & Regulations); Conciliation & Arbitration processes; PCSBC & GPSSBC Resolutions; Rules for the Conduct of proceedings before the

CCMA/ GPSSBC. **Skills in:** Strategic capabilities & leadership, Programme & project management, People management, Change management, Conflict resolution, Policy formulation and Communication, Computer literacy, Financial management, Problem solving & analysis, Service delivery innovation.

KEY RESPONSIBILITIES : Co-ordinate the Investigation of misconduct & conduct disciplinary hearings: 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 the Training of Management and employees on the Code of Conduct.

ENQUIRIES : **Ms. Malahlela Nora (015) 294 2224**

13. POST NAME : **SENIOR ADMIN OFFICER: SECURITY MANAGEMENT**
SALARY LEVEL : **8**
SALARY : **R 397 116.00 (per annum)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 37/25**

REQUIREMENTS : Matric plus an undergraduate qualification in Security Management, Criminal Justice & Forensic Investigations/Policing (NQF 6) or related as recognized by SAQA; Minimum of 2 years relevant experience. 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 Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Extensive knowledge of security (Minimum Information Security Standards-MISS and MPSS Minimum Physical Security Standards) Handling of Fire Arms **Skills in:** Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Research; Computer Utilisation; Policy Formulation; Vetting; Investigation.

KEY RESPONSIBILITIES : Implementation of MISS/PISP within the department and Municipalities; Implement and monitor access control system within the department and the municipalities, Implement security screening (vetting) procedures; Conduct information and physical security awareness workshops and on-job training; Supervising of private security service providers; Facilitate physical security support to the MEC's visits to municipalities; Conduct physical and information security audit.

ENQUIRIES : **Ms. Malahlela Nora (015) 294 2224**

14. POST NAME	:	SYSTEM CONTROLLER: INSTITUTIONAL CAPACITY & INFORMATION SERVICES
SALARY LEVEL	:	8
SALARY	:	R 397 116.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 38/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Information Technology (NQF 6) or related as recognized by SAQA; Minimum of 2 years ICT experience. 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. Disaster Management Act, Disaster Management Framework, Public Service Act, Occupational Health and Safety ACT, PFMA. Skills in: Research, Communication, Report writing, Computer Literacy, Information Technology, Financial Management.
KEY RESPONSIBILITIES	:	Maintain the installed disaster management information management and communication systems; Capacitate the end-users on the usage of the current and the new information management in the municipalities; Identification of information management and communication modes (Data acquisition systems); Facilitate timely dissemination of early warning, public awareness and preparedness; Capture and update disaster management projects into the integrated disaster risk management database and Departmental GIS.
ENQUIRIES	:	Ms. Masha Raesibe (015) 294 2068
15. POST NAME	:	DISASTER PRACTITIONER: RISK ASSESSMENT & REDUCTION
SALARY LEVEL	:	8
SALARY	:	R 397 116.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 39/25
REQUIREMENTS	:	Matric plus an undergraduate qualification Disaster Management (NQF 6) or related as recognized by SAQA; Minimum of 2 years relevant experience. 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. Batho Pele principles; public service act; Dynamics, culture and language of the target Community, Disaster Management Act National disaster Management Framework. Skills in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill, Presentation skills, People management skills, Financial management skills.
KEY RESPONSIBILITIES	:	Conduct risk assessment; Develop integrated disaster risk

		management plans; Develop and implement disaster risk reduction programmes; Develop and implement contingency plans for national and provincial events;
ENQUIRIES	:	Ms. Masha Raesibe (015) 294 2068
16. POST NAME	:	COMMUNITY DEVELOPMENT WORKER (10 POSTS)
SALARY LEVEL	:	7
SALARY	:	R 325 101.00 (per annum)
CENTRE	:	Blouberg Ward 06; Lepelle-Nkumi Ward 19; Mogalakwena Ward 01 & 09; Greater Giyani Ward 19; Greater Letaba Ward 11; Makhuduthamaga Ward 09 & 20; Collins Chabane Ward 32; Makhado Ward 03
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 40/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Administration/Public Management (NQF 6) or related as recognized by SAQA. National Certificate in Community Development will be an added advantage. 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 in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skill.
KEY RESPONSIBILITIES	:	Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.
ENQUIRIES	:	Ms. Masha Raesibe (015) 294 2068/Ms. Malahlela Nora (015) 294 2224
17. POST NAME	:	SURVEY TECHNICIAN ASSISTANT
SALARY LEVEL	:	7
SALARY	:	R 325 101.00 (per annum)
CENTRE	:	SEKHUKHUNE
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 41/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Land Surveying (NQF 6) or related as recognized by SAQA. Minimum of 1-year relevant experience.
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 in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Provision of logistical support for the spatial planner; Mapping of areas for Land Development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.

ENQUIRIES	:	Ms. Mabina Reneilwe (015) 294 2046
18. POST NAME	:	PERSONNEL OFFICER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEMS
SALARY LEVEL	:	6
SALARY	:	R 269 499.00 (per annum)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 42/25
REQUIREMENTS	:	Matric plus an undergraduate qualification in Human Resource Management (NQF 6) or related 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 in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Arrange e-permis user training support; Profiling the submitted performance agreements/instruments; Profiling the submitted semester review reports; Facilitate the processing of performance evidence; Process performance management system incentives
ENQUIRIES	:	Ms. Mabina Reneilwe (015) 294 2046

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

Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at 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.govza/training-course/sms-pre-entryprogramme>.

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

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 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) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700.

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

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 / www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

CLOSING DATE: 31 October 2025.