



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

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

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
DEPARTMENTAL CIRCULAR NO 2 OF 17/18

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

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by a detailed/comprehensive C.V, identity document, driver's license and qualifications. **Faxed or e-mailed applications will not be considered.** Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants.

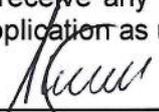
Note: The contents of this Circular will also be posted on the following websites www.coghsta.limpopo.gov.za and www.dpsa.gov.za

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

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

CLOSING DATE: 13th October 2017

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 26/09/2017

20 Rabe Street, POLOKWANE, 0700, Private Bag X9485, POLOKWANE, 0700
Tel: (015) 284 5000, Fax (015) 293 1520, Website: www.coghsta.limpopo.gov.za

The heartland of Southern Africa – development is about people!



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS

The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

- 1. POST** : **CHIEF DIRECTOR: TRADITIONAL AFFAIRS**
SALARY LEVEL : **14**
SALARY : **R 1 068 564.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COGTA**
REFERENCE NUMBER : **CoGHSTA 02/17**
- REQUIREMENTS** : *An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).
- KEY COMPETENCIES** : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg,Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. **Skills in:** Negotiation Skills; Presentation skills; People management skills; Financial Management; Time management; Communication both formal, and informal; *Report writing skills; *Co-ordination skills; *Interpersonal skills; Leadership skills; Analytical skills; Problem solving skills; Strategic planning.
- KEY RESPONSIBILITIES** : *Provide guidance and leadership towards the realization of strategic goals and objectives of the branch*Manage Anthropological Services and House of Traditional Leaders *Ensure good standard and compliance to prescripts at the circumcision schools*Manage the utilization of financial, human and physical resources in accordance with relevant directives and legislation.
- ENQUIRIES** : **Mr. Monkoe Mphodi (015) 294 2223**
- 2. POST** : **CHIEF DIRECTOR: REGULATORY & COMPLIANCE**
SALARY LEVEL : **14**
SALARY : **R 1 068 564.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 03/17**
- REQUIREMENTS** : *An undergraduate qualification (NQF level 7) as recognized by

SAQA ; * 5 years experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA. Knowledge on the relevant policies/prescripts and procedures etc. **Skills in:** Negotiation skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; People management skills; Good telephone etiquette; Time management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.

KEY RESPONSIBILITIES : *Oversee legal management services; *Ensure sound labour relations climate; *Manage resources (financial, human and physical).

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

3. POST : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT**
SALARY LEVEL : **14**
SALARY : **R 1 068 564.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CHIEF FINANCIAL OFFICE (CFO)**
REFERENCE NUMBER : **CoGHSTA 04/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).

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

KEY RESPONSIBILITIES : *Ensure provision of Demand services; *Ensure provision of Acquisition services; *Ensure the management of Bids; *Ensure the provision of Advisory and contract management services; *Ensure the compilation of terms of reference/specifications for goods and services required; *Ensure the provision of Logistics services; *Ensure management of assets; * ensure management of fleet services; *Ensure the management of facilities and office services; *Manage resources (financial, Human & Physical).

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

4. POST NAME : **DIRECTOR: HUMAN RESOURCE CAPACITY DEVELOPMENT**
SALARY LEVEL : **13**
SALARY : **R 898 743.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 05/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. **Knowledge of the relevant policies/prescripts and procedures, etc, Call centre management, Batho pele principles application, Project management and Customer care. Skills:** Strategic capability and leadership; Programme and Project management; People management and empowerment; Financial management; Change Management; Service delivery innovation; Problem solving and analysis; Client Orientation and Customer Focus; Workshop facilitation; Policy development; Confident Communicator; Change agent; Research oriented person.

KEY RESPONSIBILITIES : * Manage the Training & Development of employees; *Manage Internship and Learnership programmes; *Manage and monitor the implementation of the Skills Development Legislation; * Manage resources (Financial, human and physical).

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

5. POST NAME : **DIRECTOR: HOD SUPPORT**
SALARY LEVEL : **13**
SALARY : **R 898 743.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 06/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of legislative framework governing the Public Service Multilateral economic agreements; statistical analysis; Research; Growth and development strategies.**Skills:** Policy Formulation; Research; Computer Literacy; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Services Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication.

KEY RESPONSIBILITIES : *Provide administrative and management support services to the HOD; *Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD; *Provide secretarial services to the executive management

meetings; *Manage resources (human and financial and physical)

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

6. POST NAME : **DIRECTOR: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING**

SALARY LEVEL : **13**

SALARY : **R 898 743.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 07/17**

REQUIREMENT : ***An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants)**

KEY COMPETENCIES : **Knowledge of: Understanding of the Public Service environment; Municipal Structures Act; Municipal Systems Act; MFMA; PFMA; Integrated development planning; Performance monitoring evaluation; General management ; Strategic planning; Service delivery; Governance issues; Relevant legislations; Financial management. Skills: Negotiation skills; Presentation skills; Strategic management; General management; Ability to communicate effectively at all levels; Innovation; Creative and analytical thinking; Financial management; Communication both formal and informal; Good people skills; Sound organizational skills; High level reliability.**

KEY RESPONSIBILITIES : ***Develop and implement Municipal Capacity Development Framework; *Facilitate and implement Municipal Capacity Development Programmes in municipalities; *Establish and maintain key partnership with external stakeholders; *Support municipalities to improve Human Resource capacity; *Support municipalities with the review of staff establishment; *Oversee the management of finances, human resource and PMS in the directorate.**

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

7. POST NAME : **DIRECTOR: MUNICIPAL INFRASTRUCTURE DEVELOPMENT PLANNING**

SALARY LEVEL : **13**

SALARY : **R 898 743.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 08/17**

REQUIREMENTS : ***An undergraduate qualification (NQF level 7) as recognized by SAQA ; * 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants).**

KEY COMPETENCIES : **Knowledge of: Strategic Planning; Infrastructure Planning;**

Financial Management; Programme and project management; MTEF; Municipal infrastructure related policies and legislation; Public service legislation; Local government legislation; **Skills:** Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.

KEY RESPONSIBILITIES : *Coordinate mapping of infrastructure delivery; *Coordinate Municipal Infrastructure Investment Planning; *Monitor and evaluate basic services and infrastructure backlog; *Coordinate energy, water, sanitation, roads and other municipal services sector planning; *Establish information on infrastructure backlog; *Manage Resources (Financial, Human and Physical).

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

8. POST NAME : **CHIEF ENGINEER**
SALARY LEVEL : **OSD**
SALARY RANGE : **R 935 172.00 – R 1 297 626.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **ISHS**
REFERENCE NUMBER : **COGHSTA 09/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Geotechnical/Civil/Structural Engineering as recognized by SAQA.
*Minimum of six years post qualification Engineering Technologist experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with ECSA as a Professional Engineer.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of Geotechnical Engineering, application of the legislative framework governing the public service eg, Housing Consumer Protection Measures Act, Human Settlement Housing Code, PFMA, NEMA, Water Act etc. **Skills:** Negotiation skills; Presentation skills; People management skills; Research; Report writing; Time management; Communication, both formal, and informal; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team building; Computer-Aided engineering applications; Problem solving and analysis; Managerial skills; Financial managerial skills; Strategic Management and direction; Change Management.

KEY RESPONSIBILITIES : *Manage and Co-ordinate the Geotechnical reports and variations; *Research and development; *Office administration and budget planning; *Human capital development.

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

9. POST NAME : CHIEF TOWN & REGIONAL PLANNER
 SALARY LEVEL : OSD
 SALARY RANGE : R 805 806.00 – R 1 505 937.00 (All inclusive salary package)
 CENTRE : POLOKWANE
 BRANCH : CoGTA
 REFERENCE NUMBER : COGHSTA 10/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Town & Regional Planning as recognized by SAQA.
 *Minimum of six years post qualification Town & Regional Planning experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with SACPLAN.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, SPLUMA, MYHDP, SDF, MSA, NSDP, PGDS, PFMA, Housing Act, National Housing Code, Ordinance, Human Settlement Planning & Design etc. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Technical design analysis; People management skills; Program and project management; Dispute/conflict resolution skills; Team building; Problem solving and analysis; Managerial skills; Financial managerial skills; Change Management.

KEY RESPONSIBILITIES : *Coordinate and Facilitate Township Establishment process;
 *Manage Land Assembly and Related Services; *Co-ordinate IDP Human Settlement Sector Plan; *Manage and coordinate development areas; *Geographical Information System;
 *Financial management; *Governance; *People management.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

10. POST NAME : CHIEF ARCHITECT
 SALARY LEVEL : OSD
 SALARY RANGE : R 805 806.00 – R 1 505 937.00 (All inclusive salary package)
 CENTRE : POLOKWANE
 BRANCH : ISHS
 REFERENCE NUMBER : COGHSTA 11/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Architecture as recognized by SAQA.
 *Minimum of six years post qualification Architecture experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with SACAP as Architecture.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Research; Analytical skills; Communication, both formal, and informal;

Computer-aided Architectural Applications; Technical design and analysis knowledge; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team Building; Problem solving and analysis; Managerial skills; Financial managerial skills.

KEY RESPONSIBILITIES : *Manage and coordinate the development of house plans and specifications; *Maintain architectural operational effectiveness; *Financial Management; Governance; *People management.

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

11. POST NAME : **DEPUTY DIRECTOR: LED**
SALARY LEVEL : **12**
SALARY : **R 779 295.00 (All inclusive salary package)**
CENTRE : **CAPRICORN DISTRICT**
BRANCH : **COGTA**
REFERENCE NUMBER : **CoGHSTA 12/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Economics or equivalent as recognized by SAQA
*Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, National/LED framework, (MSDP, PGDS, Provincial LED framework, Municipal LED strategies, Provincial Spatial Rationale, PFMA/MFMA, Constitution; White paper on Local Govt, Systems Act & Structures Act, Land use Management Bill. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project Management skill; Leadership skill; Financial Management skill; People Management skill; Analytic skills; Investment Analysis; Research skills.

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

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

12. POST NAME : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN**
SALARY LEVEL : **11**
SALARY : **R 657 558.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 13/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Organization

and Work study/ Management Services / Production/ Operations Management or equivalent as recognized by SAQA. Certificate in Job Evaluation will be an added advantage.

*Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, Public Service Regulation, Public Service Act PFMA, Core, Job Evaluation, Org Plus, Basic Condition of Employment Act. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.

KEY RESPONSIBILITIES : *Manage the development and reviewal of the organisational structure of the department to ensure that it is aligned to departmental mandates; * Manage the development and reviewal of job description/profiles; * Manage job evaluation process to ensure that there are appropriate salary levels for jobs in the department; * Provide technical support services to municipalities regarding developing and reviewal of their organisational structures, job description/profile and conducting job evaluation.

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

13. POST NAME : **DEPUTY DIRECTOR: PUBLIC RELATIONS & EVENTS**
SALARY LEVEL : **11**
SALARY : **R 657 558.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 14/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Public Relations / Marketing or equivalent as recognized by SAQA.
*Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Understanding of the public service environment; Understanding of the relevant communication and information legislation; Knowledge management; Public Relations; Media Relations; Establishment of Community of Practices(CoP 's); Project Management; Financial Management; Planning and Organizing; Applicable legislations; Service Delivery Improvement; Procurement Policies; Strategic Resources mobilization; Other relevant legislation (PFMA, MFMA) etc. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Policy Development; People management; Strategic and conceptual Orientation; People Management; Proven Management Skills; Computer Literacy; Program and project management; Change Management; Strategic Management.

KEY RESPONSIBILITIES : *Design and develop publications for the Department;

ENQUIRIES : *Maintain and update the Departmental websites; * Set up corporate image standards and monitor compliance; *Set up events management systems to co-ordinate, manage and host successful events; *Manage Public and Media Relations services; * Set up and maintain protocol standards in line with the Provincial and National Departments.
Mr Monkoe Mphodi (015) 294 2223

14. POST NAME : **DEPUTY DIRECTOR: CONTRACTS AND CLAIMS**
 SALARY LEVEL : **11**
 SALARY : **R 657 558.00 (All inclusive salary package)**
 CENTRE : **POLOKWANE**
 BRANCH : **ISHS**
 REFERENCE NUMBER : **CoGHSTA 15/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Public Admin and Management as recognized by SAQA .
 *Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA. **Skills:** Negotiation skills; Presentation skills; People management skills; Conflict resolution; Decision making; Time management; Communication, both formal, and informal; Project Management skill; Strategic Planning.

KEY RESPONSIBILITIES : *Manage the appointment process of housing contractors and Engineers; * Manage the development and implementation of housing contracts; * Manage the registration of contracts on housing subsidy systems and filing of contracts; * Manage the processing of housing claims for payments purposes.

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

15. POST NAME : **CONSTRUCTION PROJECT MANAGER (2 posts)**
 SALARY LEVEL : **(OSD)**
 SALARY RANGE : **R 637 874.00. – R 977 883.00 (All inclusive salary package)**
 CENTRE : **WATERBERG DISTRICT**
 BRANCH : **ISHS**
 REFERENCE NUMBER : **CoGHSTA 16/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Built Environment Profession (Civil Engineering, Construction Management, Building Science, Quantity Surveying, Architect, Project Management) as recognized by SAQA.
 *Minimum 3 years relevant experience and a valid driver's License (with exception of disabled applicants). Compulsory registration with a professional body as legislated.

KEY COMPETENCIES : **Technical Competency**, e.g Knowledge of Construction Science; *Construction Processes; *Design process; *Financial and Cost Factors **Project Management**, e.g *Facilitate a development of a clear brief; *Co-ordinate and monitor project

Initiation program; *Understanding of construction contracts;
 *Sound and in depth knowledge of relevant prescripts,
 *Application of the legislative framework governing the public
 service eg, Public Service Act, Labour Relations Act, PFMA,
 Housing Act, Housing Code, Housing Consumer Protection Act,
 Project and Construction Management Profession Act, etc.
Skills:*Negotiation skills; *Presentation skills; *People
 management skills; *Time management; *Communication
 skills*Report writing skills*Information management.

KEY RESPONSIBILITIES : *Manage and monitor Rural housing, Emergency housing,
 EPHP, Farm Workers Housing, Informal Settlement Upgrading,
 Social Housing, FLISP, Project Linked, Rectification program,
 Community Residential Units, Engineering Services,
 Incremental Intervention and Social Amenities; *Provide
 progress reports (financial and non-financial); *Render and
 provide technical advice to management, municipalities and
 other stakeholders on housing and infrastructure development;
 *Manage and monitor quality on site; *Manage project budget
 and do cash flow Projection; *Manage consultants.

ENQUIRIES : Ms Matlopele Terry (015) 294 2224

16. POST NAME : ASSISTANT DIRECTOR: RESPONSE AND RECOVERY
SALARY LEVEL : 10
SALARY : R 417 552.00 p.a
CENTRE : POLOKWANE
BRANCH : CoGTA
REFERENCE NUMBER : CoGHSTA 17/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Disaster
 Management or equivalent as recognized by SAQA.
 *Minimum 3 years relevant experience & a valid driver's license
 (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; Public Service Act;
 Disaster Management Act; PFMA; MFMA; Disaster Management
 Framework and other related acts; computer literacy; Dynamics
 of culture and languages of the target community. **Skills:**
 Negotiation skills; Presentation skills; People management skills;
 Time management; Communication, both formal, and informal;
 Numeracy skill; Report writing skill.

KEY RESPONSIBILITIES : * Coordinate the implementation of a uniform approach to the
 dissemination of early warning; *Coordinate assessment,
 classification and declarations of disasters in an integrated and
 in a developmental manner; * Coordinate the implementation of
 emergency relief; reconstruction and rehabilitation of disaster
 grant funding in an integrated and in a developmental manner; *
 Coordinate the establishment of standardized and regulated
 relief measures; * Coordinate Disaster Reviews.

ENQUIRIES : Ms Matlopele Terry (015) 294 2224

17. POST NAME : ASSISTANT DIRECTOR: PUBLIC PARTICIPATION
 SALARY LEVEL : 10
 SALARY : R 417 552.00 p.a
 CENTRE : POLOKWANE
 BRANCH : CoGTA
 REFERENCE NUMBER : CoGHSTA 18/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Development studies/ Public Admin and Management/Project Management/ Political Science or equivalent as recognized by SAQA.
 *Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, PFMA, Core Municipal Structures Act and Systems Act. **Skills:** Influential; Presentation/Facilitation skills; Report Writing; Time Management; Communication; Creative/innovative; Analytical Thinking skills; Computer Literacy.

KEY RESPONSIBILITIES : * Coordinate the establishment and monitoring of ward Committees; * Coordinate the assessment of functionality of ward committees in all municipalities; * Facilitate provincial, districts and local public participation forums; * Coordinate queries and complaints of communities on service delivery.

ENQUIRIES : Ms Matlope Terry (015) 294 2224

18. POST NAME : ASSISTANT DIRECTOR: ELECTIONS & INTERGOVERNMENTAL RELATIONS
 SALARY LEVEL : 10
 SALARY : R 417 552.00 p.a
 CENTRE : POLOKWANE
 BRANCH : CoGTA
 REFERENCE NUMBER : CoGHSTA 19/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Public Admin and Management/Political Science or equivalent as recognized by SAQA.
 *Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing local government, e.g. Constitution 1996, Municipal Structures Act 1998, Municipal Demarcation Act, 1998, Municipal Systems Act, 2000, Intergovernmental Framework Act. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal;

KEY RESPONSIBILITIES : * Facilitate the co-ordination of provincial and district IGR Structures; * Facilitate the devolution, assignment and adjustment of powers and functions municipalities; * Coordinate

the grading of municipalities; * Support and promote municipal international relations; * monitor adherence to good corporate governance practices; * Coordinate support to municipal demarcation board in the assessment of powers and functions in municipalities; * Support the IEC on election processes; * Support municipal demarcation board on determination of municipal boundaries and ward delimitation.

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

19. POST NAME : **ASSISTANT DIRECTOR: DISTRICT SUPPORT CENTRE**
SALARY LEVEL : **10**
SALARY : **R 417 552.00 p.a**
CENTRE : **MOPANI**
BRANCH : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 20/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) as recognized by SAQA.
*Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the following legislative framework: Traditional & Leadership Governance Framework Act, Limpopo Traditional Leadership & Institutional Act, Limpopo House of Traditional Leaders Act, Circumcision School Act, Communal Land Rights Act, Municipal Systems Act, Municipal Structures Act. Sound competency in the following: Strategic Leadership and management, Computer literacy, Customary Law. **Skills:** People management skills; Planning & organizing skill; Time management; Negotiation skill; Charing and initiation skill; Problem solving skill; Good communication skill; Information utilization skill; Investigation skill; Facilitation skill; Coordination skill; Leadership skill; Report writing skill; Conflict management skill.

KEY RESPONSIBILITIES : * Manage provision of support to the Traditional Councils; *To manage financial and auxiliary services; *Manage administration of anthropological services; *Manage the provision of secretariat services to the Local House of Traditional Leaders.

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

20. POST NAME : **CONTROL SURVEY TECHNICIAN**
SALARY LEVEL : **OSD**
SALARY : **R 396 375.00 – R 715 323.00 (All inclusive salary package)**
CENTRE : **WATERBERG DISTRICT**
BRANCH : **COGTA**
REFERENCE NUMBER : **CoGHSTA 21/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Survey/Cartography as recognized by SAQA.
*Minimum of 5 years post qualification Survey experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with PLATO.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc.. **Skills:** Negotiation skills; Presentation skills; People management skills; Research; Time management; Communication, both formal, and informal; Creativity; Self-management; Analytical skills; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Computer-aided; Architectural; Team building ; Problem solving and analysis; Managerial skills; Financial managerial skills.

KEY RESPONSIBILITIES : *Provide technical survey services and support; *Perform administrative and related functions; *Research and development.

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

21. POST NAME : **ASSISTANT DIRECTOR: MISCONDUCT & DISPUTES**
SALARY LEVEL : **09**
SALARY : **R 334 545.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 22/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Labour Relations/Labour Law or equivalent as recognized by SAQA.
*Minimum 3 years relevant experience.

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

KEY RESPONSIBILITIES : * Training management and employees on disciplinary code of conduct; * Investigate misconduct and conduct disciplinary hearings; * Represent the department in dispute referred to GPSSBC; PSCBC and Labour Court; * Represent the department in the Provincial chamber of GPSSCBC; * Co-ordinate and facilitate the labour management forum; *Capacitate Municipalities on disciplinary matters.

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

22. POST NAME : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**
SALARY LEVEL : **09**
SALARY : **R 334 545.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 23/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Gender

Mainstreaming or equivalent as recognized by SAQA.
*Minimum 3 years relevant experience & a valid driver's license
(with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Core, PFMA, etc. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

KEY RESPONSIBILITIES : * Co-ordinate the implementation of Disability programmes in the Department and Municipalities; * Co-ordinate the implementation of Youth programmes in the Department and Municipalities; * Co-ordinate the implementation of Elderly programmes in the Department and Municipalities; * Co-ordinate the implementation of Rights of children programmes in the Department and Municipalities; * Co-ordinate the implementation of Gender programmes in the Department and Municipalities.

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

23. POST NAME : **ASSISTANT DIRECTOR: FLEET MANAGEMENT**
SALARY LEVEL : **09**
SALARY : **R 334 545.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CHIEF FINANCIAL OFFICE (CFO)**
REFERENCE NUMBER : **CoGHSTA 24/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) as recognized by SAQA.
*Minimum 3 years relevant experience. Valid driver's license
(with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** *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:** Communication skills; Negotiating skills; Facilitation skills; Report writing; Co-operation skills; Liaison skills; Networking; Project Management; Computer literacy; Risk Management; Report Writing; People Management; Financial Management; Creative Problem solving; Client orientation and Customer care.

KEY RESPONSIBILITIES : * Ensure the procurement of new vehicles: i.e. both government own vehicles and subsidized vehicles; * Manage registration and licensing of state vehicles; * Ensure the repairs and maintenance of Departmental fleet and disposal of worn out and obsolete vehicles; * Monitor fuel payment claims of all schemes, MMS, SMS, A, B and monthly running allowance; * Provide and develop transport manuals and policies; * Render secretariat services to the Departmental Transport Committee.

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

24. POST NAME : **ASSISTANT DIRECTOR: HR PLANNING & EMPLOYMENT EQUITY (2 posts)**
SALARY LEVEL : **09**
SALARY : **R 334 545.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 25/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Human Resource Management or equivalent as recognized by SAQA.
*Minimum 3 years relevant experience.

KEY COMPETENCIES : **Knowledge of:** * Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations, PFMA, Core, Employment Equity Act, Basic Conditions of Employment Act etc. **Skills:** Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.

KEY RESPONSIBILITIES : * Facilitate the development and implementation of human resource plan; *Facilitate the development and implementation of employment equity plan; *Facilitate the development and implementation of career management & staff retention strategy; *Provide technical support services to municipalities regarding development and reviewal of their HRP, EEP and Career Management & Staff Retention Strategy.

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

25. POST NAME : **ASSISTANT DIRECTOR: EMPLOYEE ASSISTANCE & WELLNESS PROGRAMMES**
SALARY LEVEL : **09**
SALARY : **R 334 545.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 26/17**

REQUIREMENTS : *An undergraduate qualification (NQF level 6) in Social Work or Health & Safety Management or equivalent as recognized by SAQA.
*Minimum 3 years relevant experience. Valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** * Sound and in depth knowledge of EAP matters such as employee assessment and referral procedures; Deep knowledge of a variety of work ranges and procedures such as: OHS Act and Regulations, SHERQ, Conducting accident/incident investigations, Planning and organizing, Compilation of personal protective specification, Management, Computer, Reporting and administration procedures, Development and implementation of EAP policy, Knowledge of both departmental and employee needs. **Skills:** Counselling; Computer literacy; Negotiation and communication skills;

Analytical thinking and presentation skills; Planning and organizational skills; Ability to interpret the OHS Act and Regulations; Analytical and innovative thinking; Report writing; Workshop presentation and facilitation.

KEY RESPONSIBILITIES : * Coordinate, supervise Occupational Health and Safety and EAP programme in the Department; * Coordinate the implementation of the OHS, HIV and AIDS and EAP programme and ensure the compliance with Legislation; * Offer counselling to psychologically traumatized and HIV/AIDS infected employees; * Compile regulatory reports on injuries on duty and EAP for Department of Labour and HOD and also advocate with the Compensation Commissioner and Specialists on outcomes of employees cases; * Review and monitor the process of referral during treatment and after completion of treatment to assess the effectiveness of service providers.

ENQUIRIES : Ms Matlopele Terry (015) 294 2224

26. POST NAME : SENIOR ADMIN OFFICER: LOGISTICS
SALARY LEVEL : 08
SALARY : R 281 418.00 p.a
CENTRE : POLOKWANE
BRANCH : CHIEF FINANCIAL OFFICE (CFO)
REFERENCE NUMBER : CoGHSTA 27/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) as recognized by SAQA.
*Minimum 2 years relevant experience.

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

KEY RESPONSIBILITIES : *Facilitate the departmental stock account; *Manage departmental stores; *Monitor vendor performance; *Monitor departmental expenditure on goods; *Monitor the complaint with PPPFA and Departmental Procurement Policy; *Monitor the implementation of procurement procures.

ENQUIRIES : Mr Mathonsi Siza (015) 294 2094

27. POST NAME : DATA PROCESSOR
SALARY LEVEL : 07
SALARY : R 226 611.00 p.a
CENTRE : POLOKWANE
BRANCH : CoGTA
REFERENCE NUMBER : CoGHSTA 28/17

REQUIREMENTS : *An undergraduate qualification (NQF level 6) as recognized by SAQA.
Minimum 1 year relevant experience.

KEY COMPETENCIES : **Knowledge of:** * Sound and in depth knowledge of relevant prescripts, application of the following legislative framework: Disaster Management Act, Disaster Management Framework, Public Service Act, Occupational Health and Safety ACT etc. **Skills:** Communication, Report writing, Computer Literacy.

KEY RESPONSIBILITIES : * Ensure that a program operates on a clean, correct and useful data; *Record management and backup information; *Analysis of all captured data; *Monitor all databases and resolve all performance issues.

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

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

SALARY LEVEL : **6**

SALARY : **R 183 558 .00 p.a**

CENTRE : **LEPHALALE MUNICIPALITY WARD 11 & LETABA MUNICIPALITY WARD 4.**

BRANCH : **COGTA**

REFERENCE NUMBER : **COGHSTA 29/17**

REQUIREMENTS : *Grade 12 certificate and a National Certificate in Community Development.
Minimum 1 year experience in community work and a valid driver's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skills.

KEY RESPONSIBILITIES : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these to the relevant government structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanism to access the services; Conduct ward profiling.

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

29. POST NAME : **RECEPTIONIST**

SALARY LEVEL : **06**

SALARY : **R 183 558.00 p.a**

CENTRE : **POLOKWANE**

BRANCH : **CORPORATE SERVICES**

REFERENCE NUMBER : **CoGHSTA 30/17**

REQUIREMENTS : *Grade 12 certificate.
*Minimum 1 year experience.

KEY COMPETENCIES : **Knowledge of:** * Sound and in depth knowledge in managing

quests. Knowledge in giving information and answer question, Knowledge of organizing reading material in the waiting area. Public Service Regulation, Public Service Act, PFMA, Core. **Skills:** Report Writing; Time management; Good Communication Skills; Creative/innovative; Analytical Thinking skills; Language Skills; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; Computer Literacy; Good telephone etiquette; Sound Organizing Skills; Demonstrated ability to deal with phone and email enquiries; Able to keep and organized reception area.

KEY RESPONSIBILITIES : * Render telephone services; Receive visitors to the office;
*Maintain access control register.

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

30. POST : **FINANCE CLERK: TRADITIONAL AFFAIRS**
SALARY LEVEL : **05**
SALARY : **R 152 862.00 p.a**
CENTRE : **BAKENBERG T/C**
BRANCH : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 31/17**

REQUIREMENTS : *Grade 12 certificate.
*Valid driver's license (with exception of disabled applicants). No experience.

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

KEY RESPONSIBILITIES : *Collection of revenue and banking with the district Office;
*Manage procurement process; *Prepare payrolls; *Maintenance of commitment register.

ENQUIRIES : **Ms Mphati Mokgadi (015) 294 2071**

31. POST NAME : **SWITCHBOARD OPERATOR**
SALARY LEVEL : **04**
SALARY : **R 127 851.00 p.a**
CENTRE : **POLOKWANE**
BRANCH : **CHIEF FINANCIAL OFFICE (CFO)**
REFERENCE NUMBER : **CoGHSTA 32/17**

REQUIREMENTS : *Grade 12 certificate.
*Minimum 1 year experience.

KEY COMPETENCIES : **Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., *Public Service Act, *Labour Relation Act,**

PFMA, etc **Skills** *Negotiation skills.*Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.

KEY RESPONSIBILITIES : * Render switchboard services; *Maintain switchboard systems.

ENQUIRIES : **Ms Mphati Mokgadi (015) 294 2071**

32. POST : **TRADITIONAL COUNCIL POLICE: TRADITIONAL (2 posts)**

SALARY LEVEL : **3**

SALARY : **R 107 886.00 p.a**

CENTRE : **MAKGOBA T/C & TSWAKO LEKENTLE T/C**

BRANCH : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 33/17**

REQUIREMENTS : *Grade 12 certificate.
*No experience.

KEY COMPETENCIES : **Knowledge of: the garden environment**

KEY RESPONSIBILITIES : Prevent nature vandalization
Ensure effective access control to traditional council offices,
maintain order during court proceedings,
Perform messenger duties.

ENQUIRIES : **Ms Mphati Mokgadi (015) 294 2071.**

33. POST : **CLEANERS (2 posts)**

SALARY LEVEL : **02**

SALARY : **R 90 234. 00 p.a**

CENTRE : **SCM(1) & NKURI T/C.**

BRANCH : **CHIEF FINANCIAL OFFICE/ CoGTA**

REFERENCE NUMBER : **CoGHSTA 34/17**

REQUIREMENTS : *Grade 10.
*No experience.

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

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

ENQUIRIES : **Ms Rakoma Mabore/ Ms Mokoena Lilly/ Ms Ledwaba Paulina (015) 294 2068**

34. POST : **GROUNDSMAN TRADITIONAL AFFAIRS (2 posts)**

SALARY LEVEL : **02**

SALARY : **R 90 234.00 p.a**

CENTRE : **MASHA MAKOPOLE T/C & KONE PHUTI T/C**

BRANCH : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 35/17**

REQUIREMENTS : *Grade 10.
*No experience.

KEY COMPETENCIES : **Knowledge of the garden environment**

KEY RESPONSIBILITIES : Maintenance of premises, surroundings, garden and gardening tools.

ENQUIRIES : **Ms Rakoma Mabore/ Ms Mokoena Lilly/ Ms Ledwaba Paulina (015) 294 2068**

35. POST NAME : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE (RE-ADVERTISEMENT)**

SALARY : **Prescribed tariffs/rates by SAICA**

CENTRE : **POLOKWANE**

BRANCH : **HOD SUPPORT**

REFERENCE NUMBER : **CoGHSTA 36/17**

REQUIREMENTS : Chartered Accountant(CA)/Masters in Business Administration (MBA) /Masters of Business Leadership(MBL)/Certified Internal Auditor (CIA)and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management)*Integrity, independence, objectivity, dedication, an intimate understanding of the Department's mandate and operations* Good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, Enterprise Risk Management (ERM), Committee of Sponsoring Organizations of the Treadway Commission (COSO model) and Public Sector Risk Management Framework(PSRMF)*Exposure to the risk management environment for more than 10 years*Exposure of serving on the oversight committee will be an advantage.

KEY RESPONSIBILITIES : The candidate will chair the Department's Risk Management Committee, perform duties specified in RMC Charter and provide an oversight role regarding: Monitoring implementation of risk management within the Department* Reviewing relevant risk policies/strategies and other working procedures*Reviewing risk management action plans to be instituted and ensuring compliance with such plans*Integrating risk management into planning, monitoring and reporting processes*Providing expert guideline/advice on the setting of risk appetite and reviewing risk appetite and tolerance levels of the Department*Providing timely and useful reports to the Head of the Department on a quarterly basis and other management committees or other oversight committees*Implementing risk maturity model*Reviewing material findings and recommendations by assurance providers on the system of risk management and monitor the implementation of such recommendations* Interacting with the Audit Committee to share information relating to material risks of the Department.

NOTES: The term of office will be two (2) years subject to renewal at the discretion of the Department. Candidates employed in the public sector will not be remunerated, only Subsistence and Travel allowance will be paid.

ENQUIRIES: **Mr Monkoe Mphodi (015) 294 2286**

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

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

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

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

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

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

Note: This advert will be posted on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

CLOSING DATE: 13th October 2017.

The Department reserves the right to make an appointment in respect of the advertised posts. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.