



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 01 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

**Note:** The contents of this Circular will also be posted on the following websites [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za)

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

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

**CLOSING DATE: 22<sup>nd</sup> August 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.

  
\_\_\_\_\_  
HEAD OF DEPARTMENT

2025/07/31  
DATE



**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 NAME** : **CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT**
- SALARY LEVEL** : **14**
- SALARY** : **R 1 494 900.00 (All-inclusive salary package)**
- CENTRE** : **REGION A**
- BRANCH** : **ISHS**
- REFERENCE NUMBER** : **CoGHSTA 01/25**
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Built Environment/ Project Management/Town & Regional Planning as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and valid driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. **Skills in:** Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer utilization, Negotiation skills and Presentation skills.
- KEY RESPONSIBILITIES** : Manage Planning and Implementation of all Human Settlements and Housing Programmes which include amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme. Drafting programme and projects implementation strategies and managing their implementation. Ensure compliance with all built environment and Housing legislative frameworks which include amongst others

Building Regulations, National Environmental Management Act (NEMA), Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).

**ENQUIRIES :** **Mr. Ramagoshi Phuti (015) 294 2223**

**2. POST NAME :** **DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME**  
**SALARY LEVEL :** **13**  
**SALARY :** **R 1 266 714.00 (All-inclusive salary package)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER :** **CoGHSTA 02/25**

**REQUIREMENTS :** An undergraduate qualification in Public Administration/ Development Studies/Community Development (NQF Level 7) 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).

**KEY COMPETENCIES :** Sound and in-depth knowledge of relevant prescripts: Constitution of the Republic of South Africa, Local Government Municipal Structures Act, Local Government Municipal System Act, White Paper on Transformation of Public Service and other key Public Service and Legislative frameworks. Understanding and knowledge of broader community development related policies, frameworks and norms and standards. Strategic capability and leadership. **Skills in:** Problem Solving, Change Management, People management and empowerment, Client Orientation and Customer Focus, Stakeholder Management, Facilitation, Communication and Diversity management.

**KEY RESPONSIBILITIES :** Oversee implementation and evaluation of Community Development Programmes. Monitor early warning and database on community concerns. Coordinate research on community development; ensure marketing and profiling of the work of CDWs in districts through intergovernmental forums; manage integrated development interventions in partnership with other relevant stakeholders; policy development and analysis. Co-ordinate and improve participation of communities in government programmes. Promote and mobilize communities to access services provided by government. Assist communities to identify and communicate their needs to government within the national, provincial and local government sphere. Manage resources (Financial, human and physical).

**ENQUIRIES :** **Ms. Mokhomole Makgano (015) 294 2270**

**3. POST NAME :** **DIRECTOR: STRATEGIC PLANNING, RESEARCH, MONITORING & EVALUATION**  
**SALARY LEVEL :** **13**  
**SALARY :** **R 1 266 714.00 (All-inclusive salary package)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **CORPORATE SERVICES**  
**REFERENCE NUMBER :** **CoGHSTA 03/25**




**REQUIREMENTS** : An undergraduate qualification in Strategic Management/Public Administration or equivalent qualification (NQF 7) as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5) years' relevant experience at senior/middle management level in Strategic Planning, Monitoring and Evaluation, Research and/ or Policy Management. A valid driver's license (with exception of person with disability).

**KEY COMPETENCIES** : Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. **Skills in:** Strategic Capacity and Leadership, Problem Solving, Change Management, People Management and empowerment, Financial Management Stakeholder Management, Facilitation, Communication Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, and Programme and Project Management.

**KEY RESPONSIBILITIES** : Develop and publish Strategic Plans and Annual Performance Plans. Coordinate the development of Operational Plans of the Branches within CoGHSTA. Coordinate research and policy management. Coordinate the monitoring and evaluation of the CoGHSTA APPs and Operational Plans. Coordinate, develop, and monitor the implementation of the CoGHSTA Service Delivery Improvement Plan. Lead the implementation of Annual Performance Plans, Operational Plans, and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation.

**ENQUIRIES** : **Ms. Mokhomole Makgano (015) 294 2270**

**4. POST NAME** : **DIRECTOR: RISK, ANTI FRAUD & CORRUPTION MANAGEMENT**

**SALARY LEVEL** : **13**

**SALARY** : **R 1 266 714.00 (All-inclusive salary package)**

**CENTRE** : **POLOKWANE**

**BRANCH** : **HOD SUPPRT**

**REFERENCE NUMBER** : **CoGHSTA 04/25**

**REQUIREMENTS** : An undergraduate qualification in Risk Management/Internal Auditing (NQF Level 7) 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).

**KEY COMPETENCIES** : Sound and in-depth knowledge of Risk Management and Corporate Governance, PFMA and other related prescripts; Extensive Knowledge of Enterprise wide Risk Management best Practices; Experience in conducting risk assessments within an organisation. Knowledge and experience in developing and compiling risk registers. Experience in conducting risk awareness and training. A thorough understanding of Risk Management and



Business Continuity Management; Experience in risk governance (Risk Policy, strategy, risk appetite). 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;. **Skills in:** 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; Investigation.

**KEY RESPONSIBILITIES :** Manage the development and implementation of fraud and corruption prevention measures i.e policies/strategies; Oversee and monitor the conducting of investigation on fraud and corruption related matters in both the Department & Municipalities; Oversee awareness workshops on Anti-Corruption and security within Municipalities; Monitor, coordinate, implement review and improve the Risk Management Framework; Coordinate and facilitate the institutionalization risk management; Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders; Manage resources (Financial, human and physical).

**ENQUIRIES :** **Ms. Mokhomole Makgano (015) 294 2270**

**5. POST NAME :** **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT**  
**SALARY LEVEL :** **13**  
**SALARY :** **R 1 266 714.00 (All-inclusive salary package)**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER :** **CoGHSTA 05/25**

**REQUIREMENTS :** An undergraduate qualification in Developmental Studies/Economics (NQF Level 7) 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).

**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, Understanding of the public services environment, Project Management, Government systems and structures, Functional Ability, HR matters, finance, Planning and Organising, Applicable legislations. **Skills in:** Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic; planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organisational skills; Adaptability to meet the goal during changes; Policy formulation..

**KEY RESPONSIBILITIES :** Provide strategic support and monitoring towards the development and implementation of municipal LED strategies and plans, Coordinate and support the development of LED capacity in municipalities, Facilitate the enhancement LED




through coordination and the establishment of partnerships in collaboration with the Limpopo Provincial Department of Economic Development, Environment and Tourism and other stakeholders; Support LED flagship programmes and catalytic projects in municipalities, Develop and strategies for the implementation of the Small Towns Revitalization Programme and the Integrated Urban Development Framework. Oversee and support the implementation of the Community Work Programme and Expanded Public Works Programme; Manage resources (financial, human and physical).

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

**6. POST NAME :** **CHIEF CONSTRUCTION PROJECT MANAGER:**  
**HUMAN SETTLEMENTS PROGRAMME & PROJECT**  
**MANAGEMENT**

**SALARY LEVEL :** **OSD**  
**SALARY :** **R 1 266 450.00 (All-inclusive salary package)**  
**CENTRE :** **WATERBERG**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER :** **CoGHSTA 06/25**

**REQUIREMENTS :** An undergraduate qualification in Built Environment field (NQF 6) as recognized by SAQA with a 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 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. **Skills in:** Negotiation skills, Presentation skill, People management, Research, Time Management, Communication both formal and informal, Creativity, Self-Management, Analytic skills, Programme & Project management, Facilitation skills, Dispute/conflict resolution skills, Computer-aided Architectural, Team building, Problem solving, Managerial skills, Financial managerial skills.

**KEY RESPONSIBILITIES :** Project design and analysis effectiveness; Maintain project operational effectiveness; Financial management; Governance; People management.

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

**7. POST NAME :** **DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT**  
**SALARY LEVEL :** **12**  
**SALARY :** **R 1 059 105.00 (All-inclusive salary package)**  
**CENTRE :** **MOPANI DISTRICT**  
**BRANCH :** **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER :** **CoGHSTA 07/25**

**REQUIREMENTS :** An undergraduate qualification in Developmental Studies/Economics (NQF level 6) as recognized by SAQA. Five (5) years' experience within the environment of which three (3)




MUST be at supervisory level 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, 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**

**8. POST NAME** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE**  
**SALARY LEVEL** : **12**  
**SALARY** : **R 1 059 105.00 (All-inclusive salary package)**  
**CENTRE** : **CAPRICORN DISTRICT**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER** : **CoGHSTA 08/25**

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Accounting/ Auditing/ Financial Management as recognized by SAQA. Five (5) years' experience within the environment of which three (3) MUST be at supervisory level and 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 Relation Act, PFMA, etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : Monitor and support Municipal Public Accounts Committees and governance structures (Audit and Risk Committees); Monitor and support municipalities on the development and implementation audit action plans.; Support and monitor the implementation of the MPRA in the Municipalities in respect of General Valuation Rolls, supplementary valuation rolls and functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Submission of the Annual financial statements (section 131 (2)(a) of MFMA. Monitor and provide hands on support on the preparation, timely submission of Annual Financial



Statements to Auditor-General SA; Improved financial viability.

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

**9. POST NAME :** **DEPUTY DIRECTOR: MEC ADMIN SUPPORT**

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

**SALARY :** **R 896 436.00 (All-inclusive salary package)**

**CENTRE :** **POLOKWANE**

**BRANCH :** **MEC SUPPORT STAFF**

**REFERENCE NUMBER :** **CoGHSTA 09/25**

**REQUIREMENTS :** An undergraduate qualification in Public Administration/ Public Management/ Political Studies (NQF 6) as recognized by SAQA; Five (5) years' relevant experience of which three (3) MUST be at supervisory level and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES :** Knowledge of Ministerial operations; Public Service Regulation; Public Service Act; PFMA; Knowledge of the Political and Parliamentary Processes in South Africa; Broad knowledge and understanding of Functional areas covered by the Executing Authority's Portfolio. **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 :** Manage the administrative and coordination activities within the office of the executive authority; Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority; Render a cabinet/executive council support service to the executive authority; Supervise employees.

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

**10. POST NAME :** **DEPUTY DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT**

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

**SALARY :** **R 896 436.00 (All-inclusive salary package)**

**CENTRE :** **POLOKWANE**

**BRANCH :** **ISHS**

**REFERENCE NUMBER :** **CoGHSTA 10/25**

**REQUIREMENTS :** An undergraduate qualification (NQF 6) as recognized by SAQA; Five (5) years' experience within the environment of which three (3) MUST be 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 Regulation; Public Service Act; Housing Act. Housing Code; Breaking New Ground Policies. **Skills in:** Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal and informal,






Computer skill, Numeracy skill, Creative/Innovative, Analytical thinking skills

**KEY RESPONSIBILITIES** : Manage capacity building for Provincial and Municipality officials on Human Settlement matters; Manage municipal accreditation in the Province; Manage Human Settlements consumer education; Manage development of emerging contractors and cooperatives; Manage the provision secretarial services of quarterly provincial human settlements forum meetings.

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

**11. POST NAME** : **CONSTRUCTION PROJECT MANAGER:  
HUMAN SETTLEMENTS PROJECTS**

**SALARY LEVEL** : **OSD**

**SALARY** : **R 879 342.00 (All-inclusive salary package)**

**CENTRE** : **CAPRICORN**

**BRANCH** : **ISHS**

**REFERENCE NUMBER** : **CoGHSTA 11/25**

**REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience • BTech (Built Environment field) 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., National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. **Skills in:** Negotiation skills; Presentation skills; People management skills; Research; Time management; Communication skills (both formal and informal); Creativity skills; Self-management; Analytical skills; Programme and project management skills; Facilitation skills; Dispute/conflict resolution skills; Computer-aided skills; Architectural; Team building; Problem solving and analysis; Managerial skills and financial management skills.

**KEY RESPONSIBILITIES** : Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and Development.

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

**12. POST NAME** : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE**

**SALARY LEVEL** : **10**

**SALARY** : **R 582 444.00 per annum**

**CENTRE** : **WATERBERG**

**BRANCH** : **COOPERATIVE GOVERNANCE**

**REFERENCE NUMBER** : **CoGHSTA 12/25**

**REQUIREMENTS** : An undergraduate qualification in Accounting/Auditing/



Financial management (NQF 6) as recognized by SAQA; A 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 the legislative framework governing the local government, MFMA, MPRA, Municipal Systems Act, Municipal Structures Act, MBRR et; **Skills in:** Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

**KEY RESPONSIBILITIES** : Monitor and support functionality of MPAC and governance structures (Audit and risk committees); Monitor and support municipalities on development and implementation of audit action plans; Support and monitor the implementation of MPRA; Monitor and provide hands on support on the preparation, timely submission of AFS to AGSA; Improved financial viability.

**ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**

**13. POST NAME** : **ASSISTANT DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT**

**SALARY LEVEL** : **10**

**SALARY** : **R 582 444.00 per annum**

**CENTRE** : **POLOKWANE**

**BRANCH** : **ISHS**

**REFERENCE NUMBER** : **CoGHSTA 13/25**

**REQUIREMENTS** : An undergraduate qualification (NQF 6) as recognized by SAQA; A 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 the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, Housing Act, Housing Code, Breaking New Ground Policies. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal; Computer skill; Numeracy skill; Creative/Innovative; Analytical thinking skills.

**KEY RESPONSIBILITIES** : Co-ordinate and facilitate capacity development for provincial and Municipal Officials on human settlements matters; Co-ordinate and Facilitate accreditation of Municipalities; Co-ordinate and facilitate Human settlements Consumer Education; Co-ordinate and facilitate Service provider capacity development. Co-ordinate and facilitate secretariat services for Provincial Human Settlements Forum meetings.

**ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**

**14. POST NAME** : **LEGAL ADMIN OFFICER: LITIGATION & LEGAL ADVISORY**

**SALARY LEVEL** : **OSD (Grade 1 to Grade 5)**

**SALARY** : **Grade 1 R 252 855 .00 per annum**

**Grade 2 R 292 596.00 per annum**

**Grade 3 R 324 579.00 per annum**

**Grade 4 R 388 392.00 per annum**

**CENTRE** : **Grade 5 R 464 634.00 per annum**  
**BRANCH** : **POLOKWANE**  
**REFERENCE NUMBER** : **CORPORATE SERVICES**  
**CoGHSTA 14/25**

**REQUIREMENTS** : An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 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, etc **Skills in:** Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skill; Teamwork.

**KEY RESPONSIBILITIES** : Render effective and efficient litigation services to the department and municipalities; Provide Legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.

**ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**

**15. POST NAME** : **LEGAL ADMIN OFFICER: CONTRACT DRAFTING & COMPLIANCE**

**SALARY LEVEL** : **OSD (Grade 1 to Grade 5)**  
**SALARY** : **Grade 1 R 252 855 .00 per annum**  
**Grade 2 R 292 596.00 per annum**  
**Grade 3 R 324 579.00 per annum**  
**Grade 4 R 388 392.00 per annum**  
**Grade 5 R 464 634.00 per annum**

**CENTRE** : **POLOKWANE**  
**BRANCH** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 15/25**

**REQUIREMENTS** : An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 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, etc. **Skills in:** Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skill; Teamwork.

**KEY RESPONSIBILITIES** : Render effective and efficient contract management services to the department, municipalities and other statutory bodies; Drafting of legally binding and watertight contracts/SLA's and MoUs to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects; Liaison with the Office of the Premier; Shared Legal Services on litigation emanating from the department; Office administration support.

**ENQUIRIES** : **Ms. Palmer Olivia (015) 294 2094**

**16. POST NAME** : **DISASTER PRACTITIONER: RESPONSE AND RECOVERY**




**SALARY LEVEL** : **08**  
**SALARY** : **R 397 116.00 per annum**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER** : **CoGHSTA 16/25**

**REQUIREMENTS** : An undergraduate qualification in Disaster Management (NQF Level 6) as recognized by SAQA or Equivalent. A minimum of 2 years' experience in Disaster Management and a valid driver's license (with exception of person with disability).

**KEY COMPETENCIES** : Sound and in-depth knowledge of Batho Pele Principles; Public Service Act; Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts. 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 skills; Report writing skills.

**KEY RESPONSIBILITIES** : Coordinate the implementation of a uniform approach to the dissemination of early warning messages; Coordinate all rehabilitation and reconstruction strategies following a disaster in a developmental manner; Coordinate disaster response and recovery activities in the province; Coordinate the implementation of emergency relief, reconstruction and rehabilitation in an integrated and developmental manner.

**ENQUIRIES** : **Ms. Masha Raisibe (015) 294 2068**

**17. POST NAME** : **ADMIN OFFICER: DEMAND**  
**SALARY LEVEL** : **07**  
**SALARY** : **R 325 101.00 per annum**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **FINANCIAL MANAGEMENT SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 17/25**

**REQUIREMENTS** : An undergraduate qualification in Supply Chain Management or related field (NQF 6) as recognized by SAQA. A minimum of 1-2 years relevant experience and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, 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** : Compile pre-order checklist in compliance with preferential procurement policy; liaise with end-users for proper specifications/terms of reference; invitation of end user for departmental procurement planning meetings; confirmation /updating of service providers details (departmental databases/panels); compilation of inspection questionnaires forms; benchmarking of procurement less than R500 000.00.

**ENQUIRIES** : **Ms. Masha Raisibe (015) 294 2068**




18. POST NAME : STATE ACCOUNTANT: SALARIES X 2  
 SALARY LEVEL : 07  
 SALARY : R 325 101.00 per annum  
 CENTRE : POLOKWANE  
 BRANCH : FINANCIAL MANAGEMENT SERVICES  
 REFERENCE NUMBER : CoGHSTA 18/25

REQUIREMENTS : An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in the salary and expenditure management / various disciplines related to financial management and a valid drivers' 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., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, Persal, BAS, Finest, **Skills in:** Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill.

KEY RESPONSIBILITIES : Implementation of salary deductions and allowances; Facilitation of Payroll; Implementation of salary freeze and recall; Implementation of Tax maintenance and Tax reconciliation.

ENQUIRIES : Ms. Masha Raisibe (015) 294 2068

19. POST NAME : STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENT X 3  
 SALARY LEVEL : 07  
 SALARY : R 325 101.00 per annum  
 CENTRE : POLOKWANE  
 BRANCH : FINANCIAL MANAGEMENT SERVICES  
 REFERENCE NUMBER : CoGHSTA 19/25

REQUIREMENTS : An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in the expenditure management / various disciplines related to financial management and a valid drivers' 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 in:** Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill; Conflict resolution skills.

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**

**20. POST NAME :** **PERSONAL ASSISTANT**  
**SALARY LEVEL :** **07**  
**SALARY :** **R 325 101.00 per annum**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **HOD SUPPORT**  
**REFERENCE NUMBER :** **CoGHSTA 20/25**

**REQUIREMENTS :** An undergraduate qualification in Management Assistant /Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year 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 :** Provide secretarial support; Manage the office; Manage the filing system; Maintain the HOD's diary; Management of telephone enquiries; Manage and monitor the budget commitment register

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

**21. POST NAME :** **PERSONAL ASSISTANT**  
**(CONTRACT LINKED TO CHAIRPERSON'S TERM OFFICE)**  
**SALARY LEVEL :** **07**  
**SALARY :** **R 325 101.00 per annum**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **TRADITIONAL AFFAIRS**  
**REFERENCE NUMBER :** **CoGHSTA 21/25**

**REQUIREMENTS :** An undergraduate qualification in Management Assistant /Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year 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 :** Provide secretarial support; Manage the office; Manage the filing system; Maintain the Chairperson's diary; Management of telephone enquiries; Manage and monitor the budget commitment register

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

**22. POST NAME :** **PERSONNEL OFFICER: RECRUITMENT & SELECTION**  
**SALARY LEVEL :** **06**  
**SALARY :** **R 269 499.00 per annum**  
**CENTRE :** **POLOKWANE**  
**BRANCH :** **CORPORATE SERVICES**




**REFERENCE NUMBER** : **CoGHSTA 22/25**

**REQUIREMENTS** : An undergraduate qualification in Public Administration/Human Resource Management (NQF 6) as recognized by SAQA.

**KEY COMPETENCIES** : Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. **Skills in:** Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.

**KEY RESPONSIBILITIES** : Administering of advertised vacant posts on the structure); Coordinate selection processes, Facilitate Persal appointments; Administering Placements of officials.

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

**23. POST NAME** : **DRIVERS: HOUSE OF TRADITIONAL LEADERS X 2 (CONTRACT LINKED TO CHAIRPERSON & DEPUTY CHAIRPERSON'S TERM OFFICE)**

**SALARY LEVEL** : **04**

**SALARY** : **R 193 359.00 per annum**

**CENTRE** : **POLOKWANE**

**BRANCH** : **TRADITIONAL AFFAIRS**

**REFERENCE NUMBER** : **CoGHSTA 23/25**

**REQUIREMENTS** : Grade 10 / ABET / AET qualification as recognized by SAQA. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving.

**KEY COMPETENCIES** : Knowledge & skills in: Report Writing, Time management, Good Communication Skills, Creative/innovative, Analytical Thinking, Good Organizational skills, Good People skills, High level of Reliability, Basic written communication skills, Ability to act with tact and discretion.

**KEY RESPONSIBILITIES** : Collect and deliver documents; Transport employees in the office and guests and special advisors of the Chairperson & Deputy Chairperson; Render a general support function in the office of the Chairperson & Deputy Chairperson; Maintain knowledge on the policies and procedures that applies in the work environment.

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

**24. POST NAME** : **HANDYMAN: FACILITIES**

**SALARY LEVEL** : **03**

**SALARY** : **R 163 680.00 per annum**

**CENTRE** : **POLOKWANE**

**BRANCH** : **CORPORATE SERVICES**

**REFERENCE NUMBER** : **CoGHSTA 24/25**

**REQUIREMENTS** : Grade 10 / ABET / AET qualification as recognized by SAQA.

**KEY COMPETENCIES** : Basic knowledge of building maintenance, plumbing, carpentry, electrical maintenance and equipment repairs. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service such as:



e

Occupational Health and Safety Act. **Skills in:** Interpersonal Skills; Technical skills; Time management skills; Good Written and communication skills; Group dynamics; Diversity & Change management.

**KEY RESPONSIBILITIES :** Routine maintenance of office buildings and other infrastructure services I,e electricity, sewer systems, buildings and equipment's as well as assisting with inspection of maintenance of contractor's work; Daily recording of maintenance works performed and needs; Assisting with the planning, scheduling and execution of maintenance tasks; Basic housekeeping and other ad-hoc tasks identified by supervisor.

**ENQUIRIES :** **Ms. Kobe Kwena (015) 294 2094**

---

**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](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>

"All 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 for SMS posts, 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](http://www.limpopo.gov.za) / [www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

**CLOSING DATE: 22<sup>nd</sup> August 2025.**

