

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

Ref : SCH 4/1/1
Enq : Mokhomole M (015) 294 2270

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
DEPARTMENTAL CIRCULAR NO 02 OF 24/25

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 a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted.
Note: The contents of this Circular will also be posted on the following websites www.coghsta.limpopo.gov.za , www.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).
NB: Alternatively, applications should be emailed to the respective email address as provided for each post.

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: 31st May 2024

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

2024/05/13
DATE



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 : DEPUTY DIRECTOR GENERAL: COOPERATIVE GOVERNANCE
SALARY LEVEL : 15
SALARY : R 1 663 581.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : COOPERATIVE GOVERNANCE
REFERENCE NUMBER : CoGHSTA 02/24

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 7) and a post graduate qualification in Public Administration / Public Management/ Political Administration (NQF level 8) or related studies as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, and valid driver's license (with exception of person with disability).

KEY COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Knowledge of Ministerial operations, Public Service Regulation, Public Service Act, PFMA, Knowledge of the Political and Parliamentary Processes in South Africa, Understanding of Functional areas covered by the Executing Authority's Portfolio. Report Writing, Time management.

KEY RESPONSIBILITIES : Overall management of the Branch; Support and facilitate municipal integrated development and planning services; Coordinate municipal infrastructure development; Monitor, support and evaluate the performance of municipalities; Coordinate intergovernmental relations, public participation and governance; Coordinate provincial disaster management services; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za

2. POST NAME : DEPUTY DIRECTOR GENERAL: TRADITIONAL AFFAIRS
SALARY LEVEL : 15
SALARY : R 1 663 581.00 (All-inclusive salary package)
CENTRE : POLOKWANE

BRANCH : **TRADITIONAL AFFAIRS**

REFERENCE NUMBER : **CoGHSTA 03/24**

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 7) and a post graduate qualification in Public Administration / Public Management/ Anthropology (NQF level 8) or related studies as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, and valid driver's license (with exception of person with disability).

KEY COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** 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, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulations; Initiations School Circumcision Act 5 of 1996 and its regulations; Limpopo House of Traditional Leaders, PFMA,

KEY RESPONSIBILITIES : Overall management of the Branch; Provide anthropological and administrative support to the institution of traditional leadership; Oversee the management and administrative support to Kingships and Queenship; Support and monitor traditional councils; Oversee and monitor the management of initiation schools; Provide support to the establishment and administrative functions of the Provincial and Local Houses of Traditional and Khoisan Leaders; Oversee and coordinate the recognition and events of traditional leaders; Manage resources (financial, human and physical).

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2223/email address:**
traditional@coghsta.limpopo.gov.za

3. POST NAME : **CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT**

SALARY LEVEL : **14**

SALARY : **R 1 371 558.00 (All-inclusive salary package)**

CENTRE : **REGION A**

BRANCH : **ISHS**

REFERENCE NUMBER : **CoGHSTA 04/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Built Environment and/ or Town and Regional Planning (NQF 7) or related studies as recognized by SAQA. A minimum of 5 years relevant experience in Infrastructure Project Management at senior management level. Registration with Professional Bodies will be added advantage

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** The candidate should have knowledge of all the Public Service prescripts

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applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Honesty and Integrity. Personal Attributes: Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude. Application of the legislative framework governing the public, 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); Policy Formulation; Research.

KEY RESPONSIBILITIES	:	Ensure the provision of project management systems that support all human settlements projects and programmes; Provide strategic guidance in managing and optimizing delivery of integrated sustainable human settlements projects, stakeholder engagement, Management of the chief directorate; Provide strategy on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province; Oversee the management of programmes and projects planning and design processes of sustainable human settlements; Ensure compliance with all built environment and other legislative frameworks which include amongst others Building Regulations, National Environmental Management Act (NEMA), Housing Consumers Protection Measures Act and DoRA; Manage resources (financial, human and physical).
ENQUIRIES	:	Mr. Ramagoshi Phuti (015) 294 2223/email address intergrated@coghsta.limpopo.gov.za
4. POST NAME	:	CHIEF DIRECTOR: STRATEGIC MANAGEMENT SERVICES
SALARY LEVEL	:	14
SALARY	:	R 1 371 558.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 05/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Management/ Law/Social Sciences/Business Management (NQF 7) or related studies 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	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills and Knowledge: 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, Legal services, PFMA, MFMA etc. Knowledge on the relevant policies/prescripts and procedures etc. Call Centre management, Batho Pele principles application, Employment Act, Job Access Strategic Framework on the Recruitment, Employment and Retention of Persons with

Disabilities, White Paper on the Transformation of the Public Service 1995, White Paper on Affirmative Action in the Public Service 1998, Technical Assistance Guidelines in the Employment of People with Disabilities 2003, Strategic Framework for Gender Equality with the Public Services 2001, Basic Condition of Employment Act and Occupational Health and Safety Act 1997, Promotion of Equality and Prevention of Unfair Discrimination, Gender Policy framework for Local Government, Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa (2003), The Promotion of Equality and Prevention of Unfair Discrimination Act of 2000 (PEPUDA) Monitoring and Evaluation skills, Management of child rights and rights of older persons.

KEY RESPONSIBILITIES : Manage strategic planning services and institutional performance; Coordinate research and development of policies; Monitor and evaluate institutional performance; Ensure the co-ordination of Batho Pele programmes; Oversee service delivery complaints management services; Oversee and manage legal services; Coordinate mainstreaming of special programmes (gender, youth, disability, older persons rights and child rights); Manage resources (Financial, human and physical).

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2223/email address:**
administration@coghsta.limpopo.gov.za

5. POST NAME : **CHIEF DIRECTOR: ANTHROPOLOGICAL SERVICES AND HOUSES OF TRADITIONAL LEADERS**

SALARY LEVEL : **14**

SALARY : **R 1 371 558.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **TRADITIONAL AFFAIRS**

REFERENCE NUMBER : **CoGHSTA 06/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Anthropology /Social Science/ Public Management (NQF 7) or related studies 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 : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** 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, Traditional and KHOISAN Leadership Act 3 of 2019, Basic Conditions of Employment Act, Traditional Leadership Protocols, etc. Excellent interpretation of policy and legislation.

KEY RESPONSIBILITIES : Oversee and manage anthropological services (recognition of traditional communities and traditional leaders); Manage and coordinate activities of the Houses of Traditional and Khoisan Leaders; Oversee and facilitate conflict resolutions of traditional

leaders; Manage the customary initiation programme; Manage resources (Financial, human, and physical).

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2223/email address: traditional@coghsta.limpopo.gov.za**

6. POST NAME : **DIRECTOR: HUMAN SETTLEMENT PROGRAMME & PROJECT MANAGEMENT**

SALARY LEVEL : **13**

SALARY : **R 1 162 200.00 (All-inclusive salary package)**

CENTRE : **SEKHUKHUNE**

BRANCH : **ISHS**

REFERENCE NUMBER : **CoGHSTA 07/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Built Environment (NQF 7) or related studies 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). Registration with Professional Bodies will be added advantage.

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** 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. Building construction, Conflict management, Planning and costing of house designs

KEY RESPONSIBILITIES : Ensure the verification of beneficiaries; Manage, monitor, evaluate and advice on the implementation of human settlements projects in alignment with signed SLAs/contracts; Manage project information and reports; Plan, facilitate and coordinate the implementation of the EPWP in housing projects; Quality assure houses constructed; Facilitate and coordinate the development of infrastructure projects for human settlements; Manage and oversee the work of implementing agencies; Provide advice on the development of human settlements multiyear plans; Ensure the availability of coordinates (location) of projects; Manage resources (Financial, human and physical).

ENQUIRIES : **Mr. Ramagoshi Phuti (015) 294 2223/email address intergrated@coghsta.limpopo.gov.za**

7. POST NAME : **DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME**

SALARY LEVEL : **13**

SALARY : **R 1 162 200.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 08/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Public Management/Development Studies/Community Development (NQF 7) or related studies 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 : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.

KEY RESPONSIBILITIES : Oversee implementation and evaluation of Community Development Programmes; Facilitate partnerships between the department, municipalities, and other role-players for provision of integrated services to affected households; Support municipalities to develop, monitor and maintain service delivery complaints; Develop and monitor early warning systems relating to community concerns; Coordinate research on community development; Ensure marketing and profiling of the work of CDWs in districts; Manage integrated community development interventions in partnership with other relevant stakeholders; Manage resources (Financial, human and physical).

ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za**

8. POST NAME : **DIRECTOR: DEMOCRATIC GOVERNANCE**
SALARY LEVEL : **13**
SALARY : **R 1 162 200.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 09/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Public Admin/Public Management/Political Science NQF 7) or related studies 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 : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, PFMA, Structures and Systems ACT, Demarcation Act, Election Act, Constitution, Intergovernmental framework Act, Labour Relation Act, PFMA,

KEY RESPONSIBILITIES : Provide support to elections and governance programmes; Co-ordinate inter-governmental relations; Promote public participation programmes; Manage resources (financial, human and physical).

ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za**

9. POST NAME : **DIRECTOR: LAND USE, DEEDS & STRATEGIC STATUTORY PLANNING**
SALARY LEVEL : **13**

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SALARY : R 1 162 200.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : COOPERATIVE GOVERNANCE
REFERENCE NUMBER : CoGHSTA 10/24

REQUIREMENTS : Matric plus an undergraduate qualification Town and Regional Planning (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level, Registration with SACPLAN and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** 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, Capacity to develop, review and analyze spatial planning and land use management policy frameworks.

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


ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270/email address:**
cooperative@coghsta.limpopo.gov.za

10. POST NAME : DIRECTOR: INTERNAL CONTROL
SALARY LEVEL : 13
SALARY : R 1 162 200.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER : CoGHSTA 11/24

REQUIREMENTS : Matric plus an undergraduate qualification in Financial Management/Accounting/Auditing/Internal Auditing (NQF 7) or related studies 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 : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures (GRAP) Generally Recognized Accounting Practices (ISPPA) International Standards for Professional Practices of Internal Auditor.

KEY RESPONSIBILITIES : Manage governance services; Facilitate and manage assurance



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ENQUIRIES	:	services; Manage the fraud and loss management system, Coordinate audit services; Manage and coordinate financial systems; Manage resources (Financial, human and physical). Ms. Mokhomole Makgano (015) 294 2270/email address: administration@coghsta.limpopo.gov.za
11. POST NAME	:	DIRECTOR: DEMAND, ACQUISITION & CONTRACT MANAGEMENT
SALARY LEVEL	:	13
SALARY	:	R 1 162 200.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 12/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/Financial Management/Supply Chain Management (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of disabled applicants).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Procurement legislations, Logistics management, PFMA.
KEY RESPONSIBILITIES	:	Develop supply chain management policies; Oversee demand services; Oversee acquisition services; Manage open bids and quotations-based bids; Render secretariat services to the bid committees; Oversee contract management services; Manage resources (financial, human and physical)
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270/email address: administration@coghsta.limpopo.gov.za
12. POST NAME	:	DIRECTOR: HR ADMINISTRATION & EMPLOYEE WELLNESS
SALARY LEVEL	:	13
SALARY	:	R 1 162 200.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 13/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Human Resource Management/Labour Relations/Public Administration (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level in Human Resource and valid driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Knowledge and



understanding of Public Sector policies, Acts and prescripts, especially regarding Human Resources Management and Labour Relations Management. Knowledge of HR practices in the Public Service and of HR formulas; PERSAL knowledge; Knowledge of Change Management principles; proven experience in Policy Development and implementation. PFMA, Labour Relations,

KEY RESPONSIBILITIES : Ensure development and reviewal of recruitment & selection policies and processes; Oversee recruitment processes; Oversee the administration of conditions of service; Ensure proper management of leaves; Monitor and coordinate the implementation of EAP, HIV and AIDS, occupational health and safety programmes in the Department and Municipalities; Manage resources (Financial, human and physical).

ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270/email address: administration@coghsta.limpopo.gov.za**

13. POST NAME : **DIRECTOR: HOD SUPPORT**
SALARY LEVEL : **13**
SALARY : **R 1 162 200.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 14/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Public Management/ Public Administration (NQF 7) or related studies 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 : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service Multilateral economic agreements Statistical analysis, Research growth and development strategies. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Service Delivery Innovation (SDI),

KEY RESPONSIBILITIES : Provide overall management of the Office of the Head of Department; Provide administrative and management support services to the HOD; Monitor and coordinate the implementation of strategic decisions from various internal and external forums; Provide secretariat services to the meetings and committees of the HOD; Manage resources (Financial, Human and Physical).

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address: administration@coghsta.limpopo.gov.za**

14. POST NAME : **DIRECTOR: MUNICIPAL FINANCE**
SALARY LEVEL : **13**
SALARY : **R 1 162 200.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**



REFERENCE NUMBER	:	CoGHSTA 15/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 7) or related studies 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	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: 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, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations; Research orientated person; Networking skills; Organizational skills; Adaptability to meet the goals during changes; Policy formulation.
KEY RESPONSIBILITIES	:	Manage and ensure the co-ordination of municipal financial support programme; Monitor the implementation of the Audit Action Plan; Support municipalities to reduce Unauthorized, Irregular, Wasteful and Fruitless expenditure; Oversee and support the implementation and review of financial regulation and policies; Build and monitor financial capacity in municipalities; Ensure establishment and functionality of Limpopo Provincial Valuation Appeal Board; Manage resources (Financial, human and physical).
ENQUIRIES	:	Mr. Monkoe Mphodi (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
15. POST NAME	:	CHIEF CONSTRUCTION PROJECT MANAGER:
SALARY LEVEL	:	MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME
SALARY	:	OSD
CENTRE	:	R 1 200 426.00 (All-inclusive salary package)
BRANCH	:	CAPRICORN
REFERENCE NUMBER	:	COOPERATIVE GOVERNANCE
REQUIREMENTS	:	CoGHSTA 16/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Built Environment field (NQF 6) or related studies as recognized by SAQA with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; A minimum of 6 years' experience and valid driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Process knowledge and

skills, Maintenance skills and knowledge, Creating high performance culture, Technical consulting

KEY RESPONSIBILITIES : Manage all applicable municipal conditional grant programme inclusive of coordination and development of grant business plans, EPWP reporting, compliance to grant conditions; Monitor, support and coordinate development and implementation of municipal infrastructure operations and maintenance plans; Monitor the development and updating of indigent policies and registers for provision of free basic services; Monitor and support municipalities in the provision of water services and energy.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address:**
cooperative@coghsta.limpopo.gov.za

16. POST NAME : **CHIEF PROFESSIONAL SURVEYOR: LAND SURVEY SERVICES**
SALARY LEVEL : **OSD**
SALARY : **R 1 042 170.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 17/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Survey/Geomatics degree (BSc - Survey/Geomatics) (NQF 7) or related studies as recognized by SAQA; Compulsory registration with PLATO as Professional Surveyor. A minimum of 6 years in Land Surveyor Services and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, Maintenance skills and knowledge, Mobile equipment.

KEY RESPONSIBILITIES : Design, plan and perform surveys; Maintain survey operational effectiveness; Render Governance Services; Provide Financial Management Services.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address:**
cooperative@coghsta.limpopo.gov.za

17. POST NAME : **DEPUTY DIRECTOR: DEEDS SERVICES**
SALARY LEVEL : **12**
SALARY : **R 1 003 890.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 18/24**



REQUIREMENTS	:	Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA.A minimum of 5 years relevant experience and valid driver's license (with exception of disabled applicants).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: 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. Proclamation R 293/62,45 of 1990, Deeds Registries Act.
KEY RESPONSIBILITIES	:	Manage the process of issuing Deeds of grants; Manage and coordinate the transfer of immovable properties; Manage and facilitate cancellation of charges/bonds; Manage and coordinate the issuing of certified copies of Deeds; Facilitate the retrieval of lost copies of Deeds of grants; Manage lodgments and registration of Deeds documents at the Deeds office.
ENQUIRIES	:	Mr. Monkoe Mphodi (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
18. POST NAME	:	DEPUTY DIRECTOR: MUNICIPAL FINANCE
SALARY LEVEL	:	12
SALARY	:	R 1 003 890.00 (All-inclusive salary package)
CENTRE	:	MOPANI
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 19/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/ Financial Management/Auditing (NQF 6) or related studies as recognized by SAQA.A minimum of 5 years relevant experience and valid driver's license (with exception of disabled applicants).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: 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.
KEY RESPONSIBILITIES	:	Support and monitor compliance with MFMA and effectiveness and functionality of governance structures; Support and monitor the development of valuation rolls, supplementary valuation rolls; Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General and assist in addressing issues raised by the Auditor-General; Support and monitor the development and implementation of revenue enhancement strategies; Facilitate Provincial Debt Forum and monitor the payments of debts owed by Governments Departments to Municipalities; Coordinate and facilitate Provincial Oversight Committee Forum on clean audit.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address:**
cooperative@coghsta.limpopo.gov.za

19. POST NAME : **DEPUTY DIRECTOR: IDP COORDINATION**
SALARY LEVEL : **12**
SALARY : **R 1 003 890.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 20/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Development Studies/Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Municipal Systems Act, MFMA, IGR Act Municipal Structures Act, Constitution of the Republic of SA, Technical Knowledge of Town and Regional planning, Performance monitoring, Presentation skills, Report Writing

KEY RESPONSIBILITIES : Manage the development and reviewal of IDP in line with legislations; Manage the implementation of provincial growth points municipal programme; Manage the implementation of integrated planning framework; Coordinate and monitor support to IDP stakeholders both internal and external.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address:**
cooperative@coghsta.limpopo.gov.za

20. POST NAME : **DEPUTY DIRECTOR: DISASTER INSTITUTIONAL CAPACITY & INFORMATION SERVICES**
SALARY LEVEL : **12**
SALARY : **R 1 003 890.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **COOPERATIVE GOVERNANCE**
REFERENCE NUMBER : **CoGHSTA 21/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Disaster Risk Science / Disaster Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative



framework governing the public service e.g. Disaster Management Act and Disaster Management Framework, Batho Pele principles, Public service act, Computer literacy, Dynamics, culture and language of the target community. Negotiation skills, Presentation skills, People management skills, Time management, Computer skill, Numeracy skill.

KEY RESPONSIBILITIES	:	Coordinate Provincial Disaster Management Advisory Forums; Manage development of disaster data information; Develop Public awareness strategy; Coordinate Provincial Joint Operation Committee Meetings; Monitor and evaluate functionality of District Disaster Advisory Forums; Coordinate support for District Disaster Centres, processes for Disaster Management Plans and Provincial Framework for Disaster Management, Develop cooperation agreements; Establish mechanisms to monitor, measure and evaluate review of disaster risk management plans and contingency plans for provincial and municipal organs; Coordinate Disaster Management capacity building programs; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za
21. POST NAME	:	DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING & EVALUATION
SALARY LEVEL	:	12
SALARY	:	R 1 003 890.00 (All-inclusive salary package)
CENTRE	:	WATERBERG
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 22/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Management/Administration/Local Government Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills and Knowledge: 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. Negotiation skills; Presentation skills; People management skills; Time management.
KEY RESPONSIBILITIES	:	Coordinate and consolidate reports on the state of municipalities, Back to Basics and any other programme; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA, MFMA and any other applicable prescript; Support municipalities with the implementation of the Performance Management System; Coordinate and facilitate

interventions in accordance with the Constitution of RSA, MSA and MFMA; Support and monitor municipalities on audit of predetermined objectives.

ENQUIRIES : **Ms. Mokhomole Makgano (015) 294 2270/email address:**
cooperative@coghsta.limpopo.gov.za

22. POST NAME : **DEPUTY DIRECTOR: FACILITIES**
SALARY LEVEL : **11**
SALARY : **R 849 702.00.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 23/24**


REQUIREMENTS : Matric plus an undergraduate qualification in in the Build environment/ Property Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years' experience in facilities management and valid driver's license (with exception of person with disability)

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers, Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, Negotiation skills, Presentation skills,

KEY RESPONSIBILITIES : Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the department; Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders; Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns; Manage the provision of office furniture and equipment; manage telecommunication services; Manage cleaning services and Manage the provision of printing facilities and related equipment; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : **Mr. Monkoe Mphodi (015) 294 2223/email address:**
administration@coghsta.limpopo.gov.za

23. POST NAME : **DEPUTY DIRECTOR: ICT SECURITY**
SALARY LEVEL : **11**
SALARY : **R 849 702.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 24/24**



REQUIREMENTS	:	Matric plus an undergraduate qualification (NQF 6) in Information Technology (NQF 6) or related studies as recognized by SAQA. Minimum 5 Years' experience in ICT security. ICT Security certification will be an added advantage e.g. (CISSP, CISM, CISA etc.). Valid driver's license (with exception of disabled applicants).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Knowledge of ISO17799 security standards; Corporate Governance of ICT Policy Framework. Public Sector ICT regulations; Advanced security protocols and standards; MISS; POPIA.
KEY RESPONSIBILITIES	:	Manage ICT enterprise security architecture for the Department and support Municipalities; Manage Network, systems, applications and end-point security; Identify and assess ICT related risks. Manage ICT security compliance; Ensure end-user cyber security awareness; Manage ICT security and disaster recovery within the Department; Develop and implement cloud security strategy; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270/email address: administration@coghsta.limpopo.gov.za
24. POST NAME	:	DEPUTY DIRECTOR: RESEARCH & POLICY
SALARY LEVEL	:	11
SALARY	:	R 849 702.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 25/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Management/ Administration (NQF 6) or related studies as recognized by SAQA; A post graduate degree will be an added advantage. A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, understanding of the



public services environment, Strategic Management, HR matters, finance, Planning and Organizing, Applicable legislations, Research orientated person, Policy formulation.

- KEY RESPONSIBILITIES** : Coordinate and Support policy development; Manage and monitor departmental policy development and review process in the Department and Municipalities; Provide research and policy advise to internal and external stakeholders; Build research networks and partnerships across national, provincial and local governments, parastatals, non-governmental and community-based organizations as well as science and tertiary institutions; Advocate for research based programme development and implementation; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
- ENQUIRIES** : **Ms Monyela Hlokammoni (015) 294 2073/email address:**
administration@coghsta.limpopo.gov.za
- 25. POST NAME** : **DEPUTY DIRECTOR: MISCONDUCT & DISPUTES**
SALARY LEVEL : **11**
SALARY : **R 849 702.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 26/24**
- REQUIREMENTS** : Matric plus an undergraduate qualification in Law/Labour relations (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).
- KEY COMPETENCIES** : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., South African law; procedural law; interpretation; arbitration processes; PCSBC Resolutions, Negotiation skills, Presentation skills, People management skills, Legal skills
- KEY RESPONSIBILITIES** : Investigate misconducts and conduct disciplinary hearing; Represent the department on the disputes referred to GPSSBC, CCMA, PSCBC, and the Labour Court; Drafting of legal opinions on Labour matters; Compilation of reports; Training Management and employees on disciplinary code of conduct; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as require; Develop implement and maintain processes to ensure proper control of work.
- ENQUIRIES** : **Ms Monyela Hlokammoni (015) 294 2073/email address:**
administration@coghsta.limpopo.gov.za
- 26. POST NAME** : **DEPUTY DIRECTOR: GENERAL RECORDS**



SALARY LEVEL : 11
SALARY : R 849 702.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : CORPORATE SERVICES
REFERENCE NUMBER : CoGHSTA 27/24

REQUIREMENTS : Matric plus an undergraduate qualification in Library and Information Science/Management (NQF 6) or related studies as recognized by SAQA. A minimum of 5 years relevant experience and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., POPIA, PAIA, Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community Skills in: Negotiation skills, Presentation skills

KEY RESPONSIBILITIES : Manage safekeeping of general records; Manage and maintain the file plan; Manage and monitor the implementation of departmental promotion of access to information manual and protection of personal information act; Monitor receipt and dispatch of departmental records; Support municipalities in the development and implementation of records management systems; Manage the messenger services and reproduction services; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : **Ms Monyela Hlokomoni (015) 294 2073/email address:**
administration@coghsta.limpopo.gov.za

27. POST NAME : **DEPUTY DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE REPORTING**

SALARY LEVEL : 11
SALARY : R 849 702.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : ISHS
REFERENCE NUMBER : CoGHSTA 28/24

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 5 years relevant experience and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Housing



Legislation. Policy and other related directives, Understanding of the payment method and procedures of the Department, Good understanding of finance, administration and information management processes, National Housing Code Promotion of access to information.

KEY RESPONSIBILITIES	:	Manage program progress reports; Manage the performance information of all human settlements programs; Manage and coordinate reports to internal and external stakeholders; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
ENQUIRIES	:	Ms Monyela Hlokammoni (015) 294 2073/ email address intergrated@coghsta.limpopo.gov.za
28. POST NAME	:	DEPUTY DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT
SALARY LEVEL	:	11
SALARY	:	R 849 702.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 29/24
REQUIREMENTS	:	Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 5 years relevant experience. Valid South African driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: 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.
KEY RESPONSIBILITIES	:	Ensure capacity building for Provincial and Municipal officials on human settlement matters; Provide support to existing accredited Municipalities and emerging Municipalities applying for accreditation; Oversee the development of emerging contractors and cooperatives; Oversee the train a trainer program in human settlement project; Manage monitoring and evaluation of the impact of pilot projects; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
ENQUIRIES	:	Ms Monyela Hlokammoni (015) 294 2073/ email address intergrated@coghsta.limpopo.gov.za
29. POST NAME	:	DEPUTY DIRECTOR: INSTITUTIONAL MONITORING & EVALUATION
SALARY LEVEL	:	11



SALARY : **R 849 702.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 30/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Public administration/ Information Management/Monitoring & Evaluation (NQF 6) or related studies as recognized by SAQA; A post graduate degree will be an added advantage; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** 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, Legal services PFMA, Public Audit Act etc. Research, Networking Policy formulation and implementation.

KEY RESPONSIBILITIES : Conduct institutional Performance Assessment and evaluation on implementation of Policies, Programmes and Systems; Coordinate and compile Institutional Performance and strategic reports; Compile reports to statutory bodies; Facilitate the implementation of productivity and framework measurement; Manage and facilitate the development and maintenance of the information system that supports the performance of the Department; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : **Ms. Palmer Olivia (015) 294 2094/email address:**
administration@coghsta.limpopo.gov.za

30. POST NAME : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT**
SALARY LEVEL : **11**
SALARY : **R 849 702.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 31/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years in a Supply Chain Management or Contract Management and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. **Skills and Knowledge:** Sound and in-depth knowledge of relevant prescripts, application of the legislative



framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA)

KEY RESPONSIBILITIES	:	Develop and manage contract management systems to ensure proper contract administration; Administer timely review of contracts variations; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepare and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics; Manage the coordination, review and monitoring of contract compliance by suppliers according to the contract; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094/email address: administration@coghsta.limpopo.gov.za
31. POST NAME	:	TOWN & REGIONAL PLANNER: HUMAN SETTLEMENTS PLANNING
SALARY LEVEL	:	OSD
SALARY	:	R 721 476.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
BRANCH	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 32/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Urban/Town and Regional Planning (NQF 6) or related studies as recognized by SAQA; Compulsory registration with SACPLAN as a Professional Town & Regional Planner. A minimum of 3 years post qualification professional experience 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 e.g., Human settlements Policies, NSDP, PGDS, PFMA, Ordinance, and Research and development, Computer-aided applications, knowledge of legal compliance, Creating high performance culture, technical consulting. Skills in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Programme and project management, Facilitation skills, Dispute/conflict resolution skills, Team building, Problem solving and analysis.
KEY RESPONSIBILITIES	:	Support the orderly planning of sustainable integrated human settlement; Provide technical professional planning service/ input on Town and Regional Planning applications within the province; Facilitate and support development of human settlements chapters in the Municipal IDPs; Develop and manage the Human Settlements Business Plans and Infrastructure Development



		Plan; Coordinate project feasibility studies, undertake land suitability analysis studies; Coordinate and maintain Housing Demand Database and needs register; Develop and review; the development of the Human Settlements multi-year plans; Coordinate environmental impact assessment; township establishment, quantity surveying services; Develop and maintain credible human settlements information system; Co-ordinate the development of Human Settlements priority development areas; Co-ordinate the rezoning of acquired land within the Priority Development Areas; Facilitate and develop the Human settlements strategies; Co-ordinate the application and approval of the restructuring zones; Support other key National and Provincial developmental initiatives such as ISRDP, URP, etc.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094/ email address intergrated@coghsta.limpopo.gov.za
32. POST NAME	:	ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING & EVALUATION
SALARY LEVEL	:	10
SALARY	:	R 552 081. 00 per annum
CENTRE	:	VHEMBE
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 33/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Local Government/Public Management/ Administration (NQF 6) or related studies 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, Understanding of the public service environment: Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act, Public Finance Management Act, Integrated Development Planning, Performance Monitoring and Evaluation, General Management, Strategic Planning, Service Delivery, Governance Issues, Relevant Legislation, Financial Management, Development and Planning. Skills in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Policy Development, Strategic Management, General Management, Ability to communicate effectively at all levels, Innovation, Creative and Analytical Thinking, Financial Management, 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, Organizational skills, Adaptability to meet the goal during changes, Policy formulation.
KEY RESPONSIBILITIES	:	Facilitate, coordinate and support municipalities on the submission of reports on the state of municipalities; Monitor the performance of municipalities on a periodic basis in compliance with the Municipal Systems Act & Municipal Finance

		Management Act; Audit the implementation of PMS of PMS by municipalities; Support municipalities with the implementation of the individual PMS; Monitor the employment contracts of s57 Managers.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094/email address: cooperative@coghsta.limpopo.gov.za
33. POST NAME	:	ASSISTANT DIRECTOR: MUNICIPAL FINANCE
SALARY LEVEL	:	10
SALARY	:	R 552 081.00 per annum
CENTRE	:	WATERBERG
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 34/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/Auditing/Business Management (NQF 6) or related studies 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 Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Co-ordinate municipal finance operations and render support and capacity building; Co-ordinate the review and maintenance of the municipal valuation rolls; Monitor and co-ordinate compliance with municipal finance policies and legislation; Co-ordinate audit responses and assesses annual financial statements and audit reports; Assist with monitoring Budget formulation in municipalities; Monitor Expenditure Patterns and revenue generation in Municipalities.
ENQUIRIES	:	Ms. Palmer Olivia (015) 294 2094/email address: cooperative@coghsta.limpopo.gov.za
34. POST NAME	:	ASSISTANT DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE & REPORTING
SALARY LEVEL	:	10
SALARY	:	R 552 081.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 35/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Public Admin/ Public Management (NQF 6) or related studies 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., Housing Legislation. Policy and other related directives, Understanding of the payment method and procedures of the Department, Good understanding of finance, administration and



information management processes, National Housing Code.
Skills in: Negotiation skills, Presentation /Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills, Computer literacy, Co-ordination, Promotion of access to information

KEY RESPONSIBILITIES : Coordinate the program and projects progress reports; Coordinate the performance information of human settlements programs; Coordinate reports to internal and external stakeholders.

ENQUIRIES : **Ms. Masha Raesibe (015) 294 2068/ email address intergrated@coghsta.limpopo.gov.za**

35. POST NAME : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME**

SALARY LEVEL : **10**

SALARY : **R 552 081.00 per annum**

CENTRE : **CAPRICORN**

BRANCH : **COOPERATIVE GOVERNANCE**

REFERENCE NUMBER : **CoGHSTA 36/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Community Development Programme (NQF 6) or related studies 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 human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills in:** Negotiation skills, People management, Financial planning, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management

KEY RESPONSIBILITIES : Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development. Support municipalities to respond to community concerns; Manage the team and undertake all administrative functions required and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : **Ms. Masha Raesibe (015) 294 2068/email address: cooperative@coghsta.limpopo.gov.za**

36. POST NAME : **ASSISTANT DIRECTOR: ICT SYSTEMS DEVELOPMENT**
SALARY LEVEL : **09**



SALARY : R 444 036.00 per annum
CENTRE : POLOKWANE
BRANCH : CORPORATE SERVICES
REFERENCE NUMBER : CoGHSTA 37/24

REQUIREMENTS : Matric plus an undergraduate qualification in Information Technology/System Development (NQF 6) or related studies as recognized by SAQA. A minimum of 3 years' relevant experience and valid driver's license with exception for people with disability

KEY COMPETENCIES : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., SITA Act, Public Service Act, Labour Relation Act, PFMA, etc. Business process analysis and modeling, Experience in project leading and management. **Skills in:** Microsoft SharePoint, Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Interpersonal skills

KEY RESPONSIBILITIES : Monitor and assess the existing systems; Installation and upgrading of application systems; Update Websites and intranet information; Manage applications and system support; Analyze and document business and user requirements. Administration of databases.

ENQUIRIES : **Ms. Masha Raesibe (015) 294 2068/email address:**
administration@coghsta.limpopo.gov.za

37. POST NAME : **ASSISTANT DIRECTOR: BOOKKEEPING & FINANCIAL ACCOUNTING**

SALARY LEVEL : 09
SALARY : R 444 036.00 per annum
CENTRE : POLOKWANE
BRANCH : FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER : CoGHSTA 38/24

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 6) or related studies 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 Finance Management Act, Treasury Regulations, Division of Revenue Act, Treasury Instruction Notes, Public Service Regulation, Public Service Act, Standard Operating Procedures **Skills in:** Financial management skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skill, Numeracy skill, Creative/Innovative, Analytical thinking skills.

KEY RESPONSIBILITIES : Authorize monthly and year-end closure; Monitor trial balance; Prepare and compile financial statements, Monitor management of accounts; Monitor bank reconciliation.

ENQUIRIES : **Ms. Masha Raesibe (015) 294 2068/email address:**
administration@coghsta.limpopo.gov.za



38. POST NAME	:	ASSISTANT DIRECTOR: FINANCIAL FRAUD & LOSSES
SALARY LEVEL	:	09
SALARY	:	R 444 036.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 39/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Financial Management/ Accounting/Cost and Management Accounting (NQF 6) or related studies 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 Act, Labour Relation Act, PFMA, PPPFA, etc. Public Service Act, Labour Relation Act, PFMA, National Treasury Regulation, Financial Reporting Standards. Skills in: Negotiation skills, Presentation skills. People management skills. Time management. Communication, both formal, and informal, Project management, Financial Management, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Financial Administration, Financial management System, Expenditure control, Estimating and Budgeting, Budget Control, Financial Compliances, Problem solving, Analytical skills, Report Writing, Computer Literacy, Financial Planning.
KEY RESPONSIBILITIES	:	Financial reporting; System maintenance and management; Debtors management; Revenue management.
ENQUIRIES	:	Ms. Masha Raesibe (015) 294 2068/email address: administration@coghsta.limpopo.gov.za
39. POST NAME	:	ASSISTANT DIRECTOR: SYSTEMS CONTROL
SALARY LEVEL	:	09
SALARY	:	R 444 036.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 40/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting, Auditing and Financial Management (NQF 6) or related studies 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 Act, Labour Relation Act, PFMA, treasury regulation, DORA, MFMA, Knowledge of government financial system and other related accounting software, Knowledge in policy development and formulation. Skills in: Financial skills, Computer skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Moderate analytical skills, Strong leadership and managerial skills.



KEY RESPONSIBILITIES : Coordinate financial system management; Monitor and maintain financial systems; Coordinate financial reporting; Facilitate financial systems training.

ENQUIRIES : **Ms. Malahlela Nora (015) 294 2224/email address:**
administration@coghsta.limpopo.gov.za

40. POST NAME : **ASSISTANT DIRECTOR: DEVELOPMENTAL PROGRAMME & RPL**

SALARY LEVEL : **09**

SALARY : **R 444 036.00 per annum**

CENTRE : **POLOKWANE**

BRANCH : **CORPORATE SERVICES**

REFERENCE NUMBER : **CoGHSTA 41/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Human Resource Management (NQF 6) or related studies 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., Cabinet EXCO's Decision: Cabinet Minute No 5.5 April 25,2001, Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act,58 of 1995, Toolkit for Recruitment and Selection, Labour Relations Act, Basic Conditions of Employment Act.. **Skills in:** Talent management, Program and project management, Total quality management, People management and empowerment, Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills.

KEY RESPONSIBILITIES : Coordinate the implementation of internship and experiential learning programme; Coordinate the implementation of mentorship and coaching program; Assist on the development and reviewal of policies and strategies; Coordinate the recognition of prior learning programmes.

ENQUIRIES : **Ms. Malahlela Nora (015) 294 2224/email address:**
administration@coghsta.limpopo.gov.za

41. POST NAME : **ASSISTANT DIRECTOR: RISK MANAGEMENT**

SALARY LEVEL : **09**

SALARY : **R 444 036.00 per annum**

CENTRE : **POLOKWANE**

BRANCH : **HOD SUPPORT**

REFERENCE NUMBER : **CoGHSTA 42/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Risk Management / Internal Auditing / Accounting (NQF 6) or related studies as



recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Risk Management frameworks, King III & IV report), Barn Owl system, clear understanding of Enterprise Risk Management Policies, procedures and standard and Business Continuity. **Skills in:** People management, financial management, communication skills. Facilitation and presentation skills. Planning and organizing skills. Computer Literacy (MS Word, Excel, PowerPoint) and be able to work Virtual/Online using Microsoft Teams, Report Writing, Analytical Thinking skills

KEY RESPONSIBILITIES : Coordinate the development of Risk Management Process; identify risk and coordinate strategic and operational risk assessments; Implement the risk management strategy; Co-ordinate quarterly progress reporting against the risk registers; Conduct test of controls to ensure implementation of action plans; Plan and initiate Risk Management Awareness Campaigns and implement Risk Management Awareness Program; Ensure that Risk culture is inculcated across the Department; Develop and monitor the organizational risk management plan; Prepare monthly and quarterly reports for the Risk Management; Implementation of the organizational risk management policy; Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the Department; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : **Ms. Malahlela Nora (015) 294 2224/email address :**
administration@coghsta.limpopo.gov.za

42. POST NAME : ETHNOLOGIST
SALARY LEVEL : 09
SALARY : R 444 036.00 per annum
CENTRE : MOPANI
BRANCH : TRADITIONAL AFFAIRS
REFERENCE NUMBER : CoGHSTA 43/24

REQUIREMENTS : Matric plus an undergraduate qualification in Anthropology/Social Sciences/Public Management (NQF 6) or related studies 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 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, Time management, Communication, both formal, and informal, Good people skills,



		Sound organizational skills, High level of reliability, Financial Management, Project Management.
KEY RESPONSIBILITIES	:	Facilitate the recognition of traditional leaders; assist with coordination of Traditional Leaders events; Facilitate conflict resolutions; maintain profiles for traditional leaders; Facilitate the recognition of traditional communities.
ENQUIRIES	:	Ms. Malahlela Nora (015) 294 2224/email address: traditional@coghsta.limpopo.gov.za
43. POST NAME	:	HR PRACTITIONER: HR RECORDS
SALARY LEVEL	:	08
SALARY	:	R 376 413.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 44/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Library and Information Science / Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 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, PFMA, National Archives Act, Promotion of Access to Information Act, PERSAL system, Computer Literacy. Skills in: Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills, Change management, Supervisory skills.
KEY RESPONSIBILITIES	:	Ensure safekeeping and maintenance of Departmental personnel records; Monitor outgoing and incoming personnel files; Manage incoming application forms for employment; Transfer files to other Departments and Municipalities; Manage staff and implement PMS in the unit.
ENQUIRIES	:	Ms. Malahlela Nora (015) 294 2224/email address: administration@coghsta.limpopo.gov.za
44. POST NAME	:	SENIOR STATE ACCOUNTANT: BOOKKEEPING & FINANCIAL ACCOUNTING
SALARY LEVEL	:	08
SALARY	:	R 376 413.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 45/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in in Accounting/Financial management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' 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 Finance Management Act, Treasury Regulations, Division of Revenue Act, Treasury Instruction Notes, Public Service Regulation, Public Service Act, Standard Operating Procedures. **Skills in:** Financial management skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skills, Numeracy skills, Creative/Innovative, Analytical thinking skills.

KEY RESPONSIBILITIES : Prepare monthly closure and year-end of the books; Administer trial balance; Compile & capture journals; Clearing of control & suspense accounts administer bank reconciliation; Filing & safekeeping of records.

ENQUIRIES : **Ms. Serumula Mmatlou (015) 294 2046/email address:**
administration@coghsta.limpopo.gov.za

45. POST NAME : **SENIOR STATE ACCOUNTANT: CREDITORS**
SALARY LEVEL : **08**
SALARY : **R 376 413.00 per annum**
CENTRE : **POLOKWANE**
BRANCH : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 46/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting/Financial management (NQF Level 6) or related studies as recognized by SAQA. A minimum of 2-3 years' experience and valid driver's license (with exception of person with disability).

KEY COMPETENCIES : BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer Literacy and Delegation of authority **Skills in:** Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.

KEY RESPONSIBILITIES : Process Creditors payment; Reconcile payment vouchers; Creditors payment recall/rejection/ EF70 report; Correction of misallocation; Attend to queries.

ENQUIRIES : **Ms. Serumula Mmatlou (015) 294 2046/email address:**
administration@coghsta.limpopo.gov.za

46. POST NAME : **SENIOR STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENTS**
SALARY LEVEL : **08**
SALARY : **R 376 413.00 per annum**
CENTRE : **POLOKWANE**
BRANCH : **FINANCIAL MANAGEMENT SERVICES**
REFERENCE NUMBER : **CoGHSTA 47/24**

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting/Financial management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' 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 : Handling, checking and authorization of housing claims; Monitor expenditure against budget; Reconciliation of beneficiaries' data against payment on HSS; Reporting in terms of PFMA and DORA provincially & nationally; Monitoring of (PHP) People's Housing Process; Record management.

ENQUIRIES : **Ms. Serumula Mmatlou (015) 294 2046/email address:** administration@coghsta.limpopo.gov.za

47. POST NAME : EAP PRACTITIONER
SALARY LEVEL : 08
SALARY : R 376 413.00 per annum
CENTRE : POLOKWANE
BRANCH : CORPORATE SERVICES
REFERENCE NUMBER : CoGHSTA 48/24

REQUIREMENTS : Matric plus an undergraduate qualification in Social Work or Psychology or related field (NQF 6) or related studies as recognized by SAQA. Compulsory registration with SACSSP or HPCSA. Registration with EAPA-SA will be advantage; A minimum of 2-3 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., Batho Pele principles; Public service act; Computer literacy; Dynamics, Culture and language of the target community. **Skills in:** Counselling skills, Interpersonal relations, People management skills, Time management, Planning and execution, Communication, Computer skill, Teamwork.

KEY RESPONSIBILITIES : Coordinate the implementation of HIV/Aids, TB and other communicable diseases prevention, support and treatment care programmes; Coordinate Wellness Management Programmes; Coordinate health and productivity management programmes; People Management/ Administration.

ENQUIRIES : **Ms. Serumula Mmatlou (015) 294 2046/email address:** administration@coghsta.limpopo.gov.za

48. POST NAME : NETWORK CONTROLLER
SALARY LEVEL : 08
SALARY : R 376 413.00 per annum
CENTRE : POLOKWANE
BRANCH : CORPORATE SERVICES
REFERENCE NUMBER : CoGHSTA 49/24

REQUIREMENTS : Matric plus an undergraduate qualification in Information Technology (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' relevant IT 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., SITA Act, Public Service Act, Labour Relation Act, PFMA, etc. Business process analysis and modeling, Experience in project leading and management. Knowledge of Microsoft products e.g., Microsoft Systems Centre Configuration Manager (MSCCM), Exchange etc. **Skills in:** Interpersonal relations, People management skills, Time management, Planning and execution, Communication, Computer skill, Teamwork.

KEY RESPONSIBILITIES	:	Facilitate Desktop, server and Network Support; Monitor Local Area Network, Install and maintain departmental & Transversal systems; Provide end-user data backup and restore service; Conduct Assessment of ICT Equipment; Implement ICT standards, policies and procedures.
ENQUIRIES	:	Ms. Serumula Mmatlou (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
49. POST NAME	:	STATE ACCOUNTANT: SALARIES
SALARY LEVEL	:	07
SALARY	:	R 308 154.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 50/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 6) or related studies 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., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, Persal, BAS, Finest, Skills in: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill
KEY RESPONSIBILITIES	:	Maintenance of salary deductions and allowances; Payroll management; Salary freeze and recall; IRP5 maintenance; Attend to queries.
ENQUIRIES	:	Ms Mabina Reneilwe (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
50. POST NAME	:	PERSONAL ASSISTANT X 3
SALARY LEVEL	:	07
SALARY	:	R 308 154.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	CORPORATE SERVICES/ISHS/SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS
REFERENCE NUMBER	:	CoGHSTA 51/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Management Assistance/Sekretarial/Office Management/Public Administration (NQF 6) or related studies 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 DDG/Chairperson's diary; Management of telephone enquiries; Manage and monitor the budget.
ENQUIRIES	:	Ms Mabina Reneilwe (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
51. POST NAME	:	SURVEY TECHNICIAN ASSISTANT
SALARY LEVEL	:	06
SALARY	:	R 255 450.00 per annum
CENTRE	:	MOPANI
BRANCH	:	COOPERATIVE GOVERNANCE
REFERENCE NUMBER	:	CoGHSTA 52/24
REQUIREMENTS	:	Matric plus an undergraduate qualification in Land Surveying (NQF 6) or related studies or a related field 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	:	Provision of logistical support for the spatial planner; Mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.
ENQUIRIES	:	Ms Mabina Reneilwe (015) 294 2046/email address: cooperative@coghsta.limpopo.gov.za
52. POST NAME	:	DRIVERS (FLEET SERVICES) X 2
SALARY LEVEL	:	04
SALARY	:	R 216 417.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	FINANCIAL MANAGEMENT SERVICES
REFERENCE NUMBER	:	CoGHSTA 54/24
REQUIREMENTS	:	Grade 10. Minimum of 1 year proven experience as a Driver. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving.
KEY COMPETENCIES	:	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 of the



ENQUIRIES

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Department and guests and special advisors of the Executing Authority; Render general support function in the office of the Executing Authority; Maintain knowledge on the policies and procedures that applies in the work environment.

Ms Mabina Reneilwe (015) 294 2046/email address:

administration@coghsta.limpopo.gov.za

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

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

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

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

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

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

Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000

Applications should be submitted 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). **NB: Alternatively, applications should be emailed to the respective email address as provided for each post.**

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.

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

CLOSING DATE: 31st May 2024.

