



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

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

**TO : ALL PROVINCIAL HEADS OF DEPARTMENTS**

**DEPARTMENTAL CIRCULAR NO 03 OF 25/26**

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

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, youth, gender and disability. Women, youth and people with disabilities are encouraged to apply. All lower-level posts (6 & 7) are targeted for the Youth only.

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted online through <http://erecruitment.limpopo.gov.za>
3. Hand delivered applications should be submitted on a New Z 83 application Form (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted

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

4. Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 **OR** Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA by 16h00 daily).

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

**CLOSING DATE: 02<sup>nd</sup> April 2026**

The Department reserves the right to make an appointment in respect of the advertised posts. If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.

  
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HEAD OF DEPARTMENT

2026/03/16  
DATE



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

**VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS**

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

- 1. POST NAME** : **DIRECTOR: HUMAN SETTLEMENT PROGRAMME & PROJECT MANAGEMENT**
- SALARY LEVEL** : **13**
- SALARY** : **R 1 266 714.00 (All-inclusive salary package)**
- CENTRE** : **CAPRICORN DISTRICT**
- BRANCH** : **ISHS**
- REFERENCE NUMBER** : **CoGHSTA 82/25**
- 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). SMS Pre-Entry (Nyukela) Certificate prior to appointment. 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**

**2. POST NAME** : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION**  
**SALARY LEVEL** : **12**  
**SALARY** : **R 1 059 105.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **COOPERATIVE GOVERNANCE**  
**REFERENCE NUMBER** : **CoGHSTA 83/25**

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

**KEY COMPETENCIES:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Regulations; Public Service Act; PFMA; Core; Municipal Structures Act and Systems; Section 152 of the Constitution Act of 1996; deals with objects of local government; Local Government Municipal Structures Act, 1998; deals with the establishment and operation of ward committees; Section 16 of the Municipal Systems Act, 2000; Municipal Finance Management Act; National and Provincial Guidelines on the Establishment and operation of ward committees; Provincial Public Participation Policy Framework. **Skills in:** Presentation/Facilitation skills; Report Writing; Time management; Communication; Creative/innovative; Analytical Thinking skills; Computer Literacy.

**KEY RESPONSIBILITIES** : Manage the establishment and monitoring of ward committees. manage the assessment of functionality of ward committees in all municipalities; Monitor Provincial, Districts and Local Public Participation Forums; Manage queries and complaints of communities on service delivery.

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

**3. POST NAME** : **DEPUTY DIRECTOR: INSTITUTIONAL MONITORING & EVALUATION**  
**SALARY LEVEL** : **11**  
**SALARY** : **R 896 436i.00 (All-inclusive salary package)**  
**CENTRE** : **POLOKWANE**  
**BRANCH** : **CORPORATE SERVICES**  
**REFERENCE NUMBER** : **CoGHSTA 84/25**

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

**KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Legal services PFMA, Public Audit Act etc. **Skills in:** Negotiation skills, Presentation skills, People management skills, Time management,



Communication, both formal, and informal, Research, Networking Policy formulation and implementation.

**KEY RESPONSIBILITIES** : Conduct Institutional Performance Assessment and Evaluation Of The Implementation of Policies, Programmes and Systems; Coordinate and compile Institutional Performance and Strategic reports; 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.

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

**4. POST NAME** : **ASSISTANT DIRECTOR: STRATEGIC STATUTORY PLANNING**

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

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

**CENTRE** : **POLOKWANE**

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

**REFERENCE NUMBER** : **CoGHSTA 85/25**

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

**KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, SPUMA, Proclamation R 293/62, 45 of 1990, Deeds Registries Act, 47 of 1937 and Proclamation 45 of 1990. **Skills in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Policy Development, Financial management, Conflict Resolution, Project Management, Leadership Skills, Listening Skills.

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

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

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

**SALARY LEVEL** : **09**

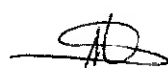
**SALARY** : **R 468 459.00 (per annum)**

**CENTRE** : **POLOKWANE**

**BRANCH** : **FINANCIAL MANAGEMENT SERVICES**

**REFERENCE NUMBER** : **CoGHSTA 86/25**

**REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA.



Minimum 3 years relevant experience and valid driver's license (with exception of person with disability).

**KEY COMPETENCIES** : Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, 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** : Coordinate (synergize), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations; COORDINATE, Review and sourcing quotation from the database according to the threshold value determined by National Treasury; Supervise employees to ensure an effective acquisition management services and undertake all administrative functions required with regards to financial and HR administration.

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

**6. POST NAME** : **HR PRACTITIONER: CONDITIONS OF SERVICES & REMUNERATION**

**SALARY LEVEL** : **8**

**SALARY** : **R 397 116.00 (per annum)**

**CENTRE** : **POLOKWANE**

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

**REFERENCE NUMBER** : **CoGHSTA 87/25**

**REQUIREMENTS** : Matric plus an undergraduate qualification in (NQF 6) Human Resources Management/Public Management/Public Admin or related as recognized by SAQA; Minimum of 2 years relevant experience. PERSAL Certificate will be an added advantage. Valid South African driver's license (with exception of person with disability).

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

**KEY RESPONSIBILITIES** : Facilitate the administration of leaves; Facilitate the administration of pension benefits, Facilitate the administration of compensation and employees' benefits.

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

**7. POST NAME** : **STATE ACCOUNTANT: SALARIES**

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

**SALARY** : **R 325 101.00 per annum**

**CENTRE** : **POLOKWANE**

**BRANCH** : **FINANCIAL MANAGEMENT SERVICES**

**REFERENCE NUMBER** : **CoGHSTA 88/25**




- 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 skills, 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. Malahlela Nora (015) 294 2224**
- 8. POST NAME** : **PERSONNEL OFFICER: RECRUITMENT & SELECTION**
- SALARY LEVEL** : **06**
- SALARY** : **R 269 499.00 per annum**
- CENTRE** : **POLOKWANE**
- BRANCH** : **CORPORATE SERVICES**
- REFERENCE NUMBER** : **CoGHSTA 89/25**
- REQUIREMENTS** : Matric plus an undergraduate qualification in Public Administration/Human resource Management (NQF 6) as recognized by SAQA.
- KEY COMPETENCIES** : Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. **Skills in:** Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.
- KEY RESPONSIBILITIES** : Administering of advertised vacant posts on the structure); Coordinate selection processes, Facilitate PERSAL appointments; Administering Placements of officials.
- ENQUIRIES** : **Ms. Mabina Reneilwe (015) 294 2046**

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



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

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

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

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

Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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

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

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

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

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

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

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

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

**CLOSING DATE: 02<sup>th</sup> April 2026.**