



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Ref : SCH 4/1/1
Enq : Mahlangu VM
Tel No : (015) 294 2046
Date : 08 March 2016

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
DEPARTMENTAL CIRCULAR NO 09 OF 2016

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

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

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

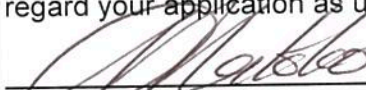
Note: The contents of this Circular is also available in the following media: Sowetan (08th March 2016), Sunday World (13th March 2016) and they will also be posted on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

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

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

CLOSING DATE: 31st March 2016

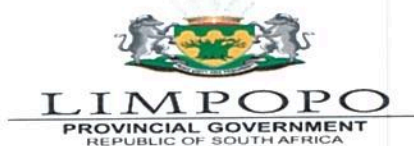
If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.



ACTING HEAD OF DEPARTMENT

28 Market Street, POLOKWANE, 0700. Private Bag X9485, POLOKWANE 0700
Tel: (015) 294 2000

The heartland of southern Africa – development is about people!



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 positions as they appear below.

- | | | |
|-----------------------------|----------|--|
| 1. POST | : | DEPUTY DIRECTOR GENERAL: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (RE-ADVERTISEMENT) |
| SALARY LEVEL | : | 15 |
| SALARY | : | R 1 267 806.00 (All-inclusive salary package) |
| CENTRE | : | POLOKWANE |
| SUB-DEPARTMENT | : | COGTA |
| REFERENCE NUMBER | : | CoGHSTA 01/16 |
| REQUIREMENTS | : | An undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) as recognized by SAQA. 8 – 10 year's experience at a senior managerial level and a valid driver's license. |
| KEY COMPETENCIES | : | Knowledge: Sound and in depth knowledge and application of relevant legislative framework governing the public service eg ,Public Service Act, Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Integrated development planning; Performance monitoring and evaluation; General management; Strategic planning; Service delivery; Governance issues; Relevant Legislation. Skills: Policy development; Strategic management; General management; Ability to communicate effectively at all levels; Innovation; Creative and analytical thinking; Financial management. |
| KEY RESPONSIBILITIES | : | Provide strategic direction to the Sub-Department: Cooperative Governance & Traditional Affairs; To manage the development and maintenance of a comprehensive early warning system ensuring that there will be proactive response to disasters; Manage the development and implementation of provincial municipal capacity building strategy; Facilitate the implementation of municipal support projects; Support local government by facilitating boundary demarcation, supporting the elections programmes and ensuring effective inter-governmental coordination and deepening democracy through facilitating effective public participation; Commission research to continuously assess the capacity levels of municipalities; Manage the development and implementation of a municipal |
| ENQUIRIES | : | Ms Mahlangu Violet (015) 294 2046 |
| 2. POST | : | CHIEF DIRECTOR: CO-OPERATIVE GOVERNANCE SUPPORT |

SALARY LEVEL	:	14
SALARY	:	R 1 042 500.00 (All-inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 02/16
REQUIREMENTS	:	An undergraduate qualification (NQF 7) as recognized by SAQA. 5 years' experience at senior managerial level and a valid driver's license.
KEY COMPETENCIES	:	Knowledge: Understanding of the public services environment; Municipal Structures Act; Municipal Systems Act; MFMA and PFMA; Integrated Development Planning; Performance Monitoring Evaluation; General Management; Strategic Planning; Service Delivery; Governance Issues; Financial Management; Intergovernmental Relations; etc. Skills: Policy Development; Strategic Management and Innovation; Ability to communicate effectively at all levels; creative and analytical thinking.
KEY RESPONSIBILITIES	:	Coordination of budget and expenditure management; Performance monitoring and personnel management of the three Strategic Business Units; Coordinate a Provincial and Municipal Performance monitoring framework; Municipal Institutional Capacity Development; Municipal financial management.
ENQUIRIES	:	Ms Mahlangu Violet (015) 294 2046
3. POST	:	DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT
SALARY LEVEL	:	13
SALARY	:	R 864 177.00 (All-inclusive salary package)
CENTRE	:	CAPRICORN
SUB-DEPARTMENT	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 03/16
REQUIREMENTS	:	An undergraduate qualification in Built environment profession preferably Civil Engineering, Project Management, Quantity Surveying or Architect (NQF 7) as recognized by SAQA or equivalent. 5 year's experience at a middle/senior managerial level and a valid driver's license.
KEY COMPETENCIES	:	knowledge: 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: Negotiation; Presentation; People management; Time management; Communication, both formal and informal; Project Management; MS Excel, Powerpoint, MS Projects ; Financial management; Relationship management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction prescripts, contracts management; Conflict management; Planning and costing of house designs; Circuit engineering; Construction Project Management.
KEY RESPONSIBILITIES	:	Manage EPHP and Community Residential Unit; Manage emergency housing, rural, farm workers, rental housing, credit linked, rectification services; Facilitate responses to queries from SCOPA, AG and other Stakeholders; Manage resources (Financial, Human and Physical);

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

4. POST : DIRECTOR: HOD SUPPORT UNIT
SALARY LEVEL : 13
SALARY : R 864 177.00 (All-inclusive salary package)
CENTRE : POLOKWANE
SUB-DEPARTMENT : HOD SUPPORT
REFERENCE NUMBER : CoGHSTA 04/16

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA. 5 year's experience at a middle/senior managerial level and a valid driver's license.

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

KEY RESPONSIBILITIES : Provide administrative and management support services to the HOD; Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD; Provide secretarial services to the executive management meetings; Manage resources (human and financial and physical)

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

5. POST : DIRECTOR: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING (MICB)
SALARY LEVEL : 13
SALARY : R 864 177.00 (All-inclusive salary package)
CENTRE : POLOKWANE
SUB-DEPARTMENT : COGTA
REFERENCE NUMBER : CoGHSTA 05/16

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA. 5 year's experience at a middle/senior managerial level and a valid driver's license.

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

		formal and informal; Good people skills; Sound organizational skills; High level reliability.
KEY RESPONSIBILITIES	:	Develop and implement Municipal Capacity Development Framework; facilitate and implement Municipal Capacity Development Programmes in municipalities; Establish and maintain Key partnership with external stakeholders; Support municipalities to improve Human Resource capacity; Support municipalities with the review of staff establishment; Oversee the management of finances, human resource and PMS in the directorate.
ENQUIRIES	:	Mr Monkoe Mphodi (015) 294 2223
6. POST	:	ASSISTANT DIRECTOR: STRATEGIC PLANNING
SALARY LEVEL	:	9
SALARY	:	R 289 761.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	HOD SUPPORT
REFERENCE NUMBER	:	CoGHSTA 06/16
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Administration and Management or equivalent. Minimum 3 years' experience and a valid drivers' license.
KEY COMPETENCIES	:	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 Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES		Manage the process of strategic formulation in the department and develop the strategic plan document; Conduct scenario planning to ensure a robust departmental strategic plan; Conduct environmental assessment to ensure that our strategies always respond and adapt to triggers of change in the environment when necessary; Manage alignment of the department plans to PGDS.
ENQUIRIES	:	Ms Monyela Hlokammoni (015) 294 2073
7. POST	:	ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS
SALARY LEVEL	:	8
SALARY	:	R 243 747.00 p.a
CENTRE	:	TSHIKU T/C
SUB DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 07/16
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 3 years' experience and a valid driver's license.
KEY COMPETENCIES	:	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 Skills Negotiation skills.*Presentation skills.*People

		Management skills.*Time management.*Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Management of finances of traditional council; Providing administrative services to the traditional Council: Management of events of traditional council; Monitoring implementation of initiation school Act; Administration of tribal court proceedings.
ENQUIRIES	:	Ms Theledi Elizabeth (015) 294 2074
8. POST	:	MUNICIPAL FINANCE PRACTITIONER
SALARY LEVEL	:	8
SALARY	:	R 243 747.00 p.a
CENTRE	:	WATERBERG
SUB DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 08/16
REQUIREMENTS	:	A 3 years recognized National Diploma in Financial Management/Auditing or equivalent. Minimum 1 year experience.
KEY COMPETENCIES	:	Knowledge of: General knowledge of Financial Management e.g. MFMA; MPRA; and other relevant policies and standards. Skills: Communication both written and verbal; Computer; Pro-Active; Innovative; Change management and adaptability; Financial management and managerial.
KEY RESPONSIBILITIES	:	Facilitate municipal finance operations to render support and capacity building; Facilitate the review and maintenance of the valuation rolls; Facilitate compliance with municipal finance policies and legislation; Facilitate audit responses and assessment of annual financial statements and audit reports; Facilitate budget monitoring in municipalities; Facilitate monitoring of Expenditure Patterns and revenue generation in Municipalities.
ENQUIRIES	:	Ms Theledi Elizabeth (015) 294 2074
9. POST	:	PRINCIPAL PERSONNEL OFFICER (2 POSTS)
SALARY LEVEL	:	7
SALARY	:	R 196 278.00 p.a
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 09/16
REQUIREMENTS	:	A 3 years recognized National Diploma in HRM/ Public Administration or equivalent. Minimum 1 year experience.
KEY COMPETENCIES	:	Knowledge: Sound and in depth knowledge and application of Public Service Regulation; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act. Skills in: Presentation/Facilitation; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking.
KEY RESPONSIBILITIES	:	Administer the development of job specification (administer advertisement of vacant posts on the structure); Administer the recruitment & selections process including, physical orientation;

ENQUIRIES	:	Facilitate the administration employment contracts. Ms Monyela Hlokammoni (015) 294 2073
10.POST	:	PERSONAL ASSISTANTS (13 POSTS)
SALARY	:	R 196 278. 00 p.a
SALARY LEVEL	:	07
CENTRE	:	POLOKWANE
SUB- DEPARTMENT	:	HOD SUPPORT/ISHS/COGTA/CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 10/16
REQUIREMENTS	:	Secretarial Diploma/Office Administration and Management or equivalent qualification (NQF 5). 1 year experience.
KEY COMPETENCIES	:	Knowledge of: Relevant prescripts; Application of the Legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA. Skills: Negotiation; Ability to communicate well with people at different levels and from different backgrounds; Conflict resolution; Good telephone etiquette; Time management; Organising; Analytical thinking; High level of reliability; Minute taking; Computer Literacy; Inter-personal relations; Report writing; Co-ordination; Decision making.
KEY RESPONSIBILITIES	:	Co-ordinate correspondence between the office and other branches, SBU's divisions, municipalities and other institutions; Establish and maintain an appointment diary and arrangement of meetings and act as a secretariat; Manage correspondence, give advice, refer to relevant component and take action when necessary; Assist in the compilation of the reports, attend to typing, faxes and keep record of incoming, work in progress and complete work; Planning and co-ordinate traveling and accommodation bookings; Provide information and respond to requests from officials during the absence of the Senior Manager/General manager/SGM; Attend to procurement of stationery and other office requirements; Maintain a commitment register for the SGM/GM/SM's budget.
ENQUIRIES	:	Mr Mathonsi Siza (015) 294 2094/ Ms Mphati Mokgadi (015) 294 2071
11. POST	:	ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME
SALARY LEVEL	:	7
SALARY	:	R 196 278.00 p.a
CENTRE	:	SEKHUKHUNE
SUB DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 11/16
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 1 year experience.
KEY COMPETENCIES	:	Knowledge of: Sound and in depth knowledge of relevant prescripts; Municipal Infrastructure related policies and legislations EPWP principles; Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA etc Skills: Project Management

		skills; People management skills; Analytic skills; Computer literacy.
KEY RESPONSIBILITIES	:	Collate reports on infrastructure programmes; Manage data base in support of infrastructure branch; Provide logistics and administrative support to infrastructure branch; Provide secretariat support to infrastructure and related co-ordination structures of infrastructure support task teams; Update and maintain data information systems.
ENQUIRIES	:	Ms Theledi Elizabeth (015) 294 2074
12. POST	:	LEARNERSHIP FACILITATOR
SALARY LEVEL	:	7
SALARY	:	R 196 278.00 p.a
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 12/16
REQUIREMENTS	:	A 3 years recognized National Diploma in HRM/Public Management and Administration or equivalent. Minimum 1 year experience.
KEY COMPETENCIES	:	Knowledge of: 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: 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	:	Administer the implementation of internship and experiential learning programme; Administer the implementation of mentorship program; Develop and review internships and experiential learning policies and strategies.
ENQUIRIES	:	Ms Monyela Hlokammoni (015) 294 2071
13. POST	:	ADMIN CLERK: VHEMBE DISTRICT SUPPORT
SALARY LEVEL	:	5
SALARY	:	R 132 399.00 p.a
CENTRE	:	VHEMBE
SUB-DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 13/16
REQUIREMENTS	:	Grade 12 certificate or NCV Level 4.

KEY COMPETENCIES : **Knowledge:** Job knowledge; Communication; Interpersonal Relations; Flexibility; Teamwork. **Skills:** Computer; Planning and organizing; Language; Good verbal & written communication skills.

KEY RESPONSIBILITIES : Render general clerical support services; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

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

14. POST : **FINANCE CLERK: TRADITIONAL AFFAIRS**
SALARY LEVEL : **5**
SALARY : **R 132 399.00 p.a**
CENTRE : **BAHLAKWA T/C**
SUB-DEPARTMENT : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 14/16**

REQUIREMENTS : Grade 12/ NSC (NQF4). Valid driver's license. No experience.

KEY COMPETENCIES : **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 **Skills** *Negotiation skills.*Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.

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

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

15. POST : **TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS**
SALARY LEVEL : **3**
SALARY : **R 93 444.00 p.a**
CENTRE : **NKIDIKITLANE T/C**
SUB-DEPARTMENT : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 15/16**

REQUIREMENTS : Grade 10.

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

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

ENQUIRIES : **Mr Tleane Khulong/ Mr Lamola Voster (015) 294 2068**

16. POST : **GROUNDSMAN TRADITIONAL AFFAIRS**
SALARY LEVEL : **02**
SALARY : **R 78 156.00 p.a**
CENTRE : **MATLA-A-LEHWELERE T/C**
SUB-DEPARTMENT : **CoGTA**

REFERENCE NUMBER	:	CoGHSTA 16/16
REQUIREMENTS	:	Grade 10.
KEY COMPETENCIES	:	Knowledge of: the garden environment
KEY RESPONSIBILITIES	:	Maintenance of premises, surroundings, garden and gardening tools.
ENQUIRIES	:	Mr Sefako Anthony (015) 294 2224

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Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae must be attached. Shortlisted candidates will be required to bring along identity document, driver's license where required and qualifications. The specific reference number for the post must be quoted.

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

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

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

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

NB: Faxed or e-mailed applications will not be considered. Those who have previously applied for the re-advertised posts are advised to re-apply.

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

CLOSING DATE: 31st March 2016

Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.