



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 : 27 November 2015

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 08 OF 2015

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 (01 December 2015), Sunday World (29 November 2015) 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: 18th December 2015

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	:	SENIOR GENERAL MANAGER: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
SALARY LEVEL	:	15
SALARY	:	R 1 267 806.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 90/15
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 of: 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

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2. POST	:	SENIOR MANAGER: ACCOUNTING & SYSTEMS
SALARY LEVEL	:	13
SALARY	:	R 864 177.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	FINANCIAL MANAGEMENT
REFERENCE NUMBER	:	CoGHSTA 91/15
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 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; Knowledge on the relevant policies/prescripts and procedures etc. Skills: Negotiation skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; People management skills; Good telephone etiquette; Time management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.
KEY RESPONSIBILITIES	:	Manage Accounting services; Manage Debtors and Revenue services; Manage financial systems; Manage Human Resource(Financial, Human & Physical).
ENQUIRIES	:	Ms Mahlangu Violet (015) 294 2046
3. POST	:	SENIOR MANAGER: MUNICIPAL INFRASTRUCTURE DEVELOPMENT PLANNING
SALARY LEVEL	:	13
SALARY	:	R 864 177.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 92/15
REQUIREMENTS	:	An undergraduate qualification in Urban & Regional Planning (NQF 7) as recognized by SAQA or equivalent. 5 year's experience at a middle/senior managerial level and a valid driver's license. Compulsory registration with SACPLAN.
KEY COMPETENCIES	:	Knowledge of: Strategic Planning; Infrastructure Planning; Financial Management; Programme and project management; MTEF; Municipal infrastructure related policies and legislation; Public service legislation; Local government legislation; Skills: Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.
KEY RESPONSIBILITIES	:	Coordinate mapping of infrastructure delivery; Coordinate Municipal Infrastructure Investment Planning; Monitor and evaluate basic services and infrastructure backlog; Coordinate

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energy, water, sanitation, roads and other municipal services sector planning; Establish information on infrastructure backlog; Manage Resources (Financial, Human and Physical).

ENQUIRIES : **Ms Mahlangu Violet (015) 294 2046**

4. POST : **SENIOR MANAGER: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME**

SALARY LEVEL : **13**

SALARY : **R 864 177.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB-DEPARTMENT : **COGTA**

REFERENCE NUMBER : **CoGHSTA 93/15**

REQUIREMENTS : An undergraduate qualification in Engineer (Built Environment) NQF 7 as recognized by SAQA. 5 year's experience at a middle/senior managerial level and a valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

KEY COMPETENCIES : **Knowledge of:** Strategic Planning; Infrastructure programme and project management; Financial Management; MTEF; Municipal Infrastructure related policies and legislations; Construction norms and standards; Infrastructure related Management information Systems; EPWP principles; Public Service legislation; Local Government legislation; Infrastructure Asset Management; Free basic services programme **Skills:** Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.

KEY RESPONSIBILITIES : Manage Municipal Infrastructure Grant implementation Project registration; Coordinate development and implementation of municipal infrastructure operations and maintenance plans; Facilitate and monitor implementation of free basic services. Manage and support municipalities in the provision of water, sanitation and energy services.

ENQUIRIES : **Ms Mahlangu Violet (015) 294 2046**

5. POST NAME : **CHIEF ENGINEER**

SALARY LEVEL : **OSD**

SALARY RANGE : **R 809 999.00 – R 926 139.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **ISHS**

REFERENCE NUMBER : **COGHSTA 94/15**

REQUIREMENTS : Appropriate recognized Bachelor Degree in Geotechnical/Civil/Structural Engineering (B Tech) Minimum of six years post qualification Engineering Technologist experience. Valid driver's license. Compulsory registration with ECSA as a Professional

Engineer

- KEY COMPETENCIES** : **Knowledge of:** Sound and in depth knowledge of Geotechnical Engineering, application of the legislative framework governing the public service eg, Housing Consumer Protection Measures Act, Human Settlement Housing Code, PFMA, NEMA, Water Act etc. **Skills:** Negotiation skills; Presentation skills; *People management skills; *Research; *Report writing; Time management; Communication, both formal, and informal; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team building; Computer-Aided engineering applications; Problem solving and analysis; Managerial skills; Financial managerial skills; Strategic Management and direction; Change Management.
- KEY RESPONSIBILITIES** : Manage and Co-ordinate the Geotechnical reports and variations; Research and development; Office administration and budget planning; Human capital development.
- ENQUIRIES** : **Ms Mokhomole Makgano (015) 294 2286**
- 6. POST NAME** : **CHIEF ARCHITECT**
SALARY LEVEL : **OSD**
SALARY RANGE : **R 697 941.00 – R 798 021.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **ISHS**
REFERENCE NUMBER : **COGHSTA 95/15**
- REQUIREMENTS** : Appropriate recognized Bachelor Degree in Architecture/ (B Tech)
Minimum of six years post qualification Architecture experience. Valid driver's license. Compulsory registration with SACAP as Architecture.
- KEY COMPETENCIES** : **Knowledge of:** Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Research; Analytical skills; Communication, both formal, and informal; Computer-aided Architectural Applications; Technical design and analysis knowledge; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team Building; Problem solving and analysis; Managerial skills; Financial managerial skills.
- KEY RESPONSIBILITIES** : Manage and coordinate the development of house plans and specifications; Maintain architectural operational effectiveness; Financial Management; Governance; People management.
- ENQUIRIES** : **Ms Mokhomole Makgano (015) 294 2286**

7. POST NAME : **MANAGER: MICB**
SALARY LEVEL : **12**
SALARY : **R674 979.00 (All inclusive salary package)**
CENTRE : **CAPRICORN**
SUB DEPARTMENT : **CoGTA**
REFERENCE NUMBER : **CoGHSTA 96/15**

REQUIREMENTS : A 3 years recognized National Diploma in Public Administration/ Local Government or equivalent. Minimum 3 years' experience at management level. A valid driver's license.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service and local government eg, Municipal Structure's Act, Municipal Systems Act, Municipal Finance Management Act; Knowledge of National Capacity Building Framework; Public & Provincial Capacity Building Strategy
Skills: Presentation; Time management; Communication both formal and informal; Leadership; Performance management; Project management; Negotiation; Computer literacy

KEY RESPONSIBILITIES : Develop and implement Provincial Strategy Assessment of capacity levels of municipalities; Co-ordinate local government Capacity Building programmes; Assess the impact of Capacity Building programmes; Oversee the implementation of project Consolidate.

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

8. POST NAME : **MANAGER: ICT SECURITY**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **COGHSTA 97/15**

REQUIREMENTS : A 3 years recognized National Diploma in IT or equivalent Certified Information systems Security Practitioner (CISSP) or Certified Information Security Manager (CISM, or Certified Security Auditor (CISA); IT Risk Management; ISO 17799 will be an added advantage. Minimum 3 years' experience at management level and valid drivers' license.

KEY COMPETENCIES : **Knowledge of:** Wide range of work procedures; (Training users in security awareness; Knowledge of ISO17799 security standards; Work ethics; Advanced security protocols and standards; Drafting of policies, standards and procedures)
Skills: Mathematics; Organizing; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project Management; Budgeting.

KEY RESPONSIBILITIES : Manage ICT enterprise security architecture for the department and municipalities; Manage security aspects of the perimeter and core network; Manage ICT security compliance; Manage disaster recovery within the department.

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

9. POST NAME : **MANAGER: HR PLANNING & EMPLOYMENT EQUITY**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **COGHSTA 98/15**

REQUIREMENTS : A 3 years recognized National Diploma in Public Management and Administration or equivalent.
Minimum 3 years' experience and valid drivers' license.

KEY COMPETENCIES : **Knowledge of:** Public Service Act, Labour Relation Act, PFMA, Employment Equity Act; Human Resource **Skills:** Presentation/Facilitation; People management; Time Management; Communication, both formal, and informal.

KEY RESPONSIBILITIES : Develop and implement HR Plan; Develop and implement Employment Equity Plan; Develop Retention and Career Management Strategy.

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

10. POST NAME : **MANAGER: FINANCIAL SYSTEMS**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **FINANCIAL MANAGEMENT**
REFERENCE NUMBER : **COGHSTA 99/15**

REQUIREMENTS : A 3 years recognized National Diploma in Financial Management or equivalent.
Minimum 3 years' experience.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, Treasury regulation, DORA, MFMA; Knowledge of government financial system and other related accounting software; Knowledge in policy development and formulation, Persal, BAS and Logis. **Skills:** 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 : Financial system management; Financial reporting; Entity database management; Maintain departmental parameters and become a point of contact between the Departmental users, Provincial and National Treasury; Facilitate the clearing of interface exceptions; Establish and maintain communication between BAS and the source systems; Identify all training requirements and conduct BAS and Logis informal training; Monitor the system controlling functionality.

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

11. POST NAME : **MANAGER: DEMAND MANAGEMENT**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **FINANCIAL MANAGEMENT**
REFERENCE NUMBER : **COGHSTA 100/15**

REQUIREMENTS : A recognized 3 years National Diploma in Financial Management or equivalent.
Minimum 3 years experience and a valid drivers' license.

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

KEY RESPONSIBILITIES : Develop, implement and monitor the procurement plan; Manage the supplier database; Conduct inspection of the service provider; Assist and offer admin support to the end-user when drafting Terms of reference or Specifications for the goods and services; Link identified needs to the budget; Render secretariat services to the Departmental BID Committees; Perform industrial or market analysis.

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

12. POST NAME : **MANAGER: HUMAN SETTLEMENT PERFORMANCE REPORTING (RE-ADVERTISEMENT)**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **ISHS**
REFERENCE NUMBER : **CoGHSTA 101/15**

REQUIREMENTS : A 3 years recognized National Diploma in Public Management and Administration or equivalent.
Minimum 3 years experience and valid driver's license.

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KEY COMPETENCIES : **Knowledge of:** Comprehensive understanding of 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:** 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 : Manage program progress reports; Manage the performance information of housing programs; Manage and coordinate reports to internal and external stakeholder.

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

13. POST NAME : **MANAGER: LED (RE-ADVERTISEMENT)**
SALARY LEVEL : **11**
SALARY : **R 569 538.00 (All inclusive salary package)**
CENTRE : **SEKHUKHUNE DISTRICT**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 102/15**

REQUIREMENTS : A 3 years recognized National Diploma in Economic or equivalent.
Minimum 3 years experience & a valid driver's license.

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

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

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

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14. POST NAME : **MANAGER: COMMUNITY DEVELOPMENT PROGRAMME (RE-ADVERTISEMENT)**

SALARY LEVEL : **11**

SALARY : **R569 538.00 (All inclusive salary package)**

CENTRE : **CAPRICORN**

SUB DEPARTMENT : **COGTA**

REFERENCE NUMBER : **COGHSTA 103/15**

REQUIREMENTS : A 3 years recognized National Diploma in Public Management/Administration and a National Certificate in Community Development will be an added advantage.
Minimum 3 years' experience at management level.
A valid drivers' license.

KEY COMPETENCIES : **Knowledge of:** Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. **Skills:** Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skills; Policy Development and implementation and analysis; Diversity Management; Human Relations; Leadership Skills.

KEY RESPONSIBILITIES : Manage the implementation of CDP in the Province; Manage the implementation of African Peer Review Mechanism; Manage the implementation of government programme of action; Manage human and material resources.

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

15. POST NAME : **PROFESSIONAL ENGINEER: GEO-TECH (5 POSTS)**

SALARY LEVEL : **OSD**

SALARY RANGE : **R 552 489.00 – R 595 185.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **ISHS**

REFERENCE NUMBER : **COGHSTA 104/15**

REQUIREMENTS : A 3 years recognized Bachelor Degree in Geotechnical/Civil/Structural Engineering (B Tech)
Minimum of three years post qualification Engineering Technologist experience. Valid driver's license.
Compulsory registration with ECSA as an Professional Engineer

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

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

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

16. POST NAME : **PROFESSIONAL ARCHITECT (7 POSTS)**

SALARY LEVEL : **OSD**

SALARY RANGE : **R 476 064.00 – R 512 850.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **ISHS**

REFERENCE NUMBER : **COGHSTA 105/15**

REQUIREMENTS : A 3 years recognized Bachelor Degree in Architecture/ (B Tech)
Minimum of three years post qualification Architecture experience. Valid driver's license. Compulsory registration with SACAP as Architecture.

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

KEY RESPONSIBILITIES : Develop and Co-ordinate the Development of House plans and specifications; Facilitate the housing programs, norms and standard; Facilitate the housing program manuals; Financial Management; Governance; People Management.

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

17. POST NAME : **TOWN & REGIONAL PLANNERS (5 POSTS)**

SALARY LEVEL : **OSD**

SALARY RANGE : **R 476 064.00 – R 512 850.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **ISHS**

REFERENCE NUMBER : **COGHSTA 106/15**

REQUIREMENTS : A 3 years recognized National Diploma in Town & Regional Planning
Minimum of three years post qualification Town & Regional Planning experience. Valid driver's license. Compulsory registration with SACPLAN.

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

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

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

18. POST NAME : **PROFESSIONAL GISc (2 POSTS)**

SALARY LEVEL : **OSD**

SALARY RANGE : **R 476 064.00 – R 512 850.00 (All inclusive salary package)**

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **ISHS**

REFERENCE NUMBER : **COGHSTA 107/15**

REQUIREMENTS : A 3 years recognized Bachelor's degree in GISc Minimum of three years post qualification GISc Professional experience. Valid driver's license. Compulsory registration with PLATO.

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of Geographical Information System, application of the legislative framework governing the public service eg, PAIA, Spatial Data Infrastructure Act, SITA, SPLUMA, SDF, NSDP, PGDS, PFMA, etc. **Skills:** Negotiation skills; Presentation skills; People management skills; Computer skills; Time management; Analytical skills; Policy formulation; Communication, both formal, and informal; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team Building; Problem solving and analysis; Managerial skills; Financial managerial skills.

KEY RESPONSIBILITIES : Provide GISc to support institutional decision making; Policy making and institutional strategic guidance; Collection, visualisation and capturing of data from various formats and sources; Research; Project and financial management.

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

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19.POST	:	DEPUTY MANAGER: PERFORMANCE MONITORING AND EVALUATION
SALARY LEVEL	:	10
SALARY	:	R361 659.00 p.a
CENTRE	:	CAPRICORN
SUB-DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 108/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Administration or equivalent. Minimum 3 years experience and a valid drivers' license.
KEY COMPETENCIES	:	Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Coordinate and consolidate the MEC reports on the state of Municipalities; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Audit the implementation of PMS by municipalities on annual basis; Audit the implementation of PMS by municipalities on annual basis and monitoring of the employment contracts of 57 Managers.
ENQUIRIES	:	Ms Mphati Mokgadi (015) 294 2074
20. POST NAME	:	DEPUTY MANAGER: ICT SECURITY
SALARY LEVEL	:	9
SALARY	:	R 289 761.00 per annum
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 109/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Information Technology or equivalent. Certified Information systems Security Practitioner (CISSP) or Certified Information Security Manager (CISM, or Certified Security Auditor (CISA); IT Risk Management ISO 17799 will be an added advantage Minimum 3 years experience.
KEY COMPETENCIES	:	Knowledge of: Wide range of work procedures: Training users in security awareness; Knowledge of ISO27002 security standards; Work ethics; Advanced security protocols and standards; Drafting of policies, standards and procedures; ITIL; Knowledge of software and security architectures Skills Mathematics; Organising; Ability to work independently; Ability to operate computer; Problem solving; Interpersonal relationship; Conflict Management; Project management; Budgeting.

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KEY RESPONSIBILITIES : Implement and maintain ICT Security Enterprise Architecture for the Department and Municipalities; Implement and maintain ICT Security System Assessment Plans for the Department and Municipalities; Implement and maintain ICT Security for the Department and Municipalities; Maintain ICT Security Incident Management for the Department and Municipalities; Maintain ICT Security recovery within the Department and Municipalities; Maintain and monitor all ICT Security compliance for the Department and Municipalities.

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

21. POST NAME : **DEPUTY MANAGER: SYSTEM ANALYST & ADMIN (2 POSTS)**
SALARY LEVEL : **9**
SALARY : **R 289 761.00 per annum**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **CORPORATE SERVICES**
REFERENCE NUMBER : **CoGHSTA 110/15**

REQUIREMENTS : A recognized 3 years National Diploma in Information Technology or equivalent.
Minimum 3 years ICT experience (Open Source scripting and programming and database management).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc; Business process analysis and modeling experience in project leading and management **Skills** Negotiation skills; Presentation skills; People management skills; Time Management; Communication, both formal, and informal; Interpersonal skills.

KEY RESPONSIBILITIES : Develop user requirements for all new systems in the Department and municipalities; Prepare detailed system requirement specifications for systems in the Department and municipalities; Perform a cost benefit analysis to produce outline designs of new IT system; Maintain new and existing systems.

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

22. POST : **DEPUTY MANAGER: STRATEGIC PLANNING**
SALARY LEVEL : **9**
SALARY : **R 289 761.00 p.a**
CENTRE : **POLOKWANE**
SUB-DEPARTMENT : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 111/15**

REQUIREMENTS : A 3 years recognized National Diploma in Public Administration and Management or equivalent.
Minimum 3 years experience and a valid drivers' license.

MS

KEY COMPETENCIES	:	Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES		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
23. POST	:	DEPUTY MANAGER: BATHO PELE
SALARY LEVEL	:	9
SALARY	:	R 289 761.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	HOD SUPPORT
REFERENCE NUMBER	:	CoGHSTA 112/15
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 of Knowledge of secretariat and office Administration; Computer literacy; Communication Skills; Customer Care; Report writing; Good interpersonal relations Skills: Negotiation skills; Presentation skills; Telephone Etiquette; People management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Facilitate review and development of service standards; Develop service delivery improvement plan; Develop annual citizens report; Administer service excellence awards; Participate in batho pele forums and events; Monitor implementation and compliance to batho pele programmes.
ENQUIRIES	:	Mr Mathonsi Siza (015) 294 2094
24. POST	:	WEBMASTER
SALARY LEVEL	:	9
SALARY	:	R 289 761.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	CORPORATE SERVICES
REFERENCE NUMBER	:	CoGHSTA 113/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Graphic Design or equivalent. Minimum 3 years experience.

M9

KEY COMPETENCIES	:	Knowledge of: Understanding of the public service environment; Understanding of the relevant communication and information legislation; Knowledge management; Public Relations; Media Relations; Establishment of Community of Practices(CoP 's); Project Management; Financial Management; Planning and Organising; Applicable legislations; Service Delivery Improvement; Procurement Policies; Strategic Resources mobilization; Other relevant legislation; PFMA; MFMA; Other relevant legislation. Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Policy development; People management; Strategic and conceptual orientation; People Management; Proven Management Skills; Computer Literacy; Program and project management; Change Management; Strategic Management
KEY RESPONSIBILITIES	:	Design, develop, publish and maintain the departments intranet and internet Websites; Update and post contents (News, Events, Press Releases e.t.c) on the departmental intranet and internet, hypertext markup language (HTML) programming, maintenance, augmentation and improvement of a Website; Monitor and Analyze the Website; Assist municipalities with the development and maintenance of their Websites.
ENQUIRIES	:	Mr Mathonsi Siza (015) 294 2094
25. POST	:	ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS (3 POSTS)
SALARY LEVEL	:	8
SALARY	:	R 243 747.00 p.a
CENTRE	:	MAHUMANI T/C, KUTAMA T/C, BAHANANWA T/C.
SUB DEPARTMENT	:	COGTA
REFERENCE NUMBER	:	CoGHSTA 114/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 3 years' experience and a valid drivers license
KEY COMPETENCIES	:	Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills.*Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	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 Mphati Mokgadi (015) 294 2071

MG

26. POST NAME : ADMIN OFFICER: DISTRICT SUPPORT CENTRE
SALARY LEVEL : 8
SALARY : R 243 747.00 p.a
CENTRE : VHEMBE DISTRICT
SUB DEPARTMENT : COGTA
REFERENCE NUMBER : COGHSTA 115/14

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 of:** Understanding of public service environment; Procurement policies; PFMA; **Skills in:** Negotiation skills; Communication; Conflict Management; Financial Management; Records management; People management skills; Time management; Leadership management; Computer skills and Report writing.

KEY RESPONSIBILITIES : Manage finance service of traditional council; Provide administrative services to traditional council; Manage events of traditional councils; Monitor implementation of initiation school act; Co-ordination of all activities of traditional councils and other duties assigned by the district manager.

ENQUIRIES : Ms Mphati Mokgadi (015) 294 2071

27. POST NAME : MICB PRACTITIONER
MUNICIPAL INSTITUTIONAL CAPACITY BUILDING

SALARY LEVEL : 8
SALARY : R 243 747.00 p.a
CENTRE : VHEMBE
SUB DEPARTMENT : COGTA
REFERENCE NUMBER : CoGHSTA 116/15

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 and application of legislative framework governing the public service e.g Public Service Regulation; Public Service Act; PFMA. **Skills:** Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Project Management; Strategic capacity and leadership; Skills assessment and accreditation; Planning.

KEY RESPONSIBILITIES : Assist in the implementation of Capacity Building Strategy in line with Back to Basics (B2B); Assist in coordinating the development of Work Skills Plan (WSP). Assist in coordinating the development and review of municipal staff establishment; Assist in coordinating the development of HR policies and employment equity plans; Assist and coordinate the development of Municipal by Laws; Provide administrative support for the unit.

ENQUIRIES : Mr Mathonsi Siza (015) 294 2094

M9

28. POST NAME	:	HOUSING SUBSIDY PRACTITIONER
SALARY LEVEL	:	8
SALARY	:	R 243 747.00 p.a
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 117/15
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, application of the legislative framework governing the public service egg, Public Service Act, Labor Relation Act, PFMA, etc Skills: Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Computer Literacy.
KEY RESPONSIBILITIES	:	Monitor Housing Demand Database: Generate the beneficiary waiting list for pre-screening; Monitor the administration of Housing Subsidy application forms; Monitor the verification of Housing beneficiaries to the correct housing unit.
ENQUIRIES	:	Mr Mathonsi Siza (015) 294 2094
29. POST NAME	:	CONSTRUCTION CONTRACT PRACTITIONER
SALARY LEVEL	:	8
SALARY	:	R 243 747.00 p.a
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 118/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Management and Administration or equivalent. Minimum 1 year relevant experience.
KEY COMPETENCIES	:	Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service egg, Public Service Act, Labor Relation Act, PFMA, etc Skills: Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Conflict resolution; Decision making Project Management; Strategic Planning; Computer Literacy.
KEY RESPONSIBILITIES	:	Facilitate the appointment of contractors and engineers; Approve projects in the housing subsidy systems; Facilitate the development and implementation of housing contracts; Processing of claims.
ENQUIRIES	:	Ms Mphati Mokgadi (015) 294 2074

M9

30. POST NAME : **CONTRACTUAL PAYMENT OFFICER**
SALARY LEVEL : **7**
SALARY : **R 196 278.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **FINANCIAL MANAGEMENT**
REFERENCE NUMBER : **CoGHSTA 119/15**

REQUIREMENTS : A 3 years recognized National Diploma in Financial Management or equivalent.
 Minimum 1 year experience.

KEY COMPETENCIES : Knowledge of: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele Principles, DORA, Public Service Act, Computer literacy and delegation of authority Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

KEY RESPONSIBILITIES : Receive, register and verify payment claims from claims and contract division; Check and verify availability of accompanying documents; Verify beneficiaries' lists with HSS approved status report; Reporting; record management; General official management.

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

31. POST NAME : **SALARIES OFFICER**
SALARY LEVEL : **7**
SALARY : **R 196 278.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **FINANCIAL MANAGEMENT**
REFERENCE NUMBER : **CoGHSTA 120/15**

REQUIREMENTS : A 3 years recognized National Diploma in Financial Management or equivalent.
 Minimum 1 year experience.

KEY COMPETENCIES : Knowledge of: PERSAL, FINSET, BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele Principles, DORA, Public Service Act, Computer literacy and delegation of authority Skills: 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 Matlopela Terry (015) 294 2224**

32. POST NAME : **ADMIN OFFICER: ASSETS REGISTER**
SALARY LEVEL : **7**
SALARY : **R 196 278.00 p.a**
CENTRE : **POLOKWANE**
SUB DEPARTMENT : **ISHS**
REFERENCE NUMBER : **CoGHSTA 121/15**

REQUIREMENTS : A 3 years recognized National Diploma in Real Estate/Property Management or equivalent.
 Minimum 1 year experience.

KEY COMPETENCIES : **Knowledge of:** Housing Act; EEDBS policy; HSS; Windeed; Conflict and dispute management; Communication with internal and external clients; Customer care; Computer literacy. **Skills:** Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

KEY RESPONSIBILITIES : Process the transfer of residential properties through Extended Discount Benefits Scheme to Legal Tenants; Profiling and updating of Housing Assets Register; Process the Endorsement of Pre-Emptive rights on the deeds of grants for low cost housing; Capturing of application forms for Enhanced Extended Discount Benefits Scheme (EEDS) on Housing Subsidy System; Conduct deeds searches on winded system and check beneficiaries status on housing subsidy system.

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

33. POST NAME : **ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME**
SALARY LEVEL : **7**
SALARY : **R 196 278.00 p.a**
CENTRE : **MOPANI**
SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 122/15**

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 Mphati Mokgadi (015) 294 2074**

34. POST NAME : **COMMUNITY DEVELOPMENT WORKER: CDP (5 POSTS)**
SALARY LEVEL : **6**
SALARY : **R 158 985 .00 p.a**
CENTRE : **MAKHADO MUNICIPALITY WARD 19; BLOUBERG MUNICIPALITY WARD 6; ELIAS-MOTSWALEDI MUNICIPALITY WARD 10; TZANEEN MUNICIPALITY WARD 14; LETABA MUNICIPALITY WARD 11.**

SUB DEPARTMENT : **COGTA**
REFERENCE NUMBER : **COGHSTA 123/15**

REQUIREMENTS : Grade 12 certificate and a National Certificate in Community Development.
Minimum 1 year experience in community work and a valid driver's license.

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

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

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

35. POST : **AUXILLIARY SERVICES OFFICER: SPATIAL PLANNING**
SALARY LEVEL : **6**
SALARY : **R 158 985.00 p.a**
CENTRE : **WATERBERG**
SUB-DEPARTMENT : **COGTA**
REFERENCE NUMBER : **CoGHSTA 124/15**

REQUIREMENTS : Grade 12 certificate or NCV Level 4. A valid driver's license.

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

KEY RESPONSIBILITIES	:	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 Monyela Hlokammoni (015) 294 2073
36. POST	:	REGISTRY CLERK
SALARY LEVEL	:	6
SALARY	:	R 158 985.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	MEC SUPPORT
REFERENCE NUMBER	:	CoGHSTA 125/15
REQUIREMENTS	:	Grade 12 certificate or NCV Level 4.
KEY COMPETENCIES	:	Knowledge of: Ministry operations; Proven management competencies; Working knowledge of the Political and Parliamentary/legislative processes in South Africa; Understanding of functional areas covered by the Executing Authority's portfolio; Skills: Report writing; Time management; Good communication skills; Creative/innovative; Analytical thinking skills; Language skills; Presentation; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; Computer skills; Planning and organizing skills; Handling of incoming and outgoing correspondence; Rendering of effective filing and record management services; Operation of office machines and processing of documents for archiving or disposal.
KEY RESPONSIBILITIES	:	Ensure smooth, efficient and effective flow of documents (receive and distribute) between the office of the Executing Authority, the department and other structures like cluster committees; external role players etc; File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts; Render a general support function in the office of the Executing Authority; Control stocks and stationery as chief user clerk for the Executing Authority's; Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES	:	Mr Mathonsi Siza (015) 294 2094

37. POST	:	ADMIN CLERK (2 POSTS) CONTRACTS & CLAIMS AND INSTITUTIONAL SUPPORT SERVICES
SALARY LEVEL	:	5
SALARY	:	R 132 399.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	ISHS/COGTA
REFERENCE NUMBER	:	CoGHSTA 126/15
REQUIREMENTS	:	Grade 12 certificate or NCV Level 4.
KEY COMPETENCIES	:	Knowledge of: 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	:	Ms Monyela Hlokammoni (015) 294 2073
38. POST	:	MESSENGERS/DRIVERS
SALARY LEVEL	:	4
SALARY	:	R 110 739.00 p.a
CENTRE	:	POLOKWANE
SUB-DEPARTMENT	:	CoGTA
REFERENCE NUMBER	:	CoGHSTA 127/15
REQUIREMENTS	:	Grade 10 certificate. A valid driver's license.
KEY COMPETENCIES	:	Knowledge of: the procedures to operate the motor vehicle, procedures to obtain trip authorities, complete log books.
KEY RESPONSIBILITIES	:	*Render a clerical support/messenger service in the relevant office; drive light and medium motor vehicles to transport passengers and deliver other items(mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
ENQUIRIES	:	Mr Tleane Khulong (015) 294 2068

MS

39. POST : TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS
(2 POSTS)

SALARY LEVEL : 3
SALARY : R 93 444.00 p.a
CENTRE : DITLOU-MACHIDI T/C and BAHANANWA T/C
SUB-DEPARTMENT : CoGTA
REFERENCE NUMBER : CoGHSTA 128/15

REQUIREMENTS : Grade 12 certificate or NCV Level 4.

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 (015) 294 2068**

40. POST : CLEANERS (6 POSTS)

SALARY LEVEL : 02
SALARY : R 78 156. 00 p.a
CENTRE : SCM(1), KWENA MASHABELA T/C (1), DIKGALE T/C,
BAHANANWA T/C (1), NKUNA T/C (1) AND BAKONI BA MALOMA T/C.

SUB-DEPARTMENT : FINANCIAL MANAGEMENT/ CoGTA
REFERENCE NUMBER : CoGHSTA 129/15

REQUIREMENTS : Grade 10.

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

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

ENQUIRIES : **Ms Ratshibvumo Magadi (015) 294 2074**

41. POST : GROUNDSMAN TRADITIONAL AFFAIRS

SALARY LEVEL : 02
SALARY : R 78 156.00 p.a
CENTRE : BAHANANWA T/C
SUB-DEPARTMENT : CoGTA
REFERENCE NUMBER : CoGHSTA 130/15

REQUIREMENTS : Grade 10.

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

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

ENQUIRIES : **Ms Ratshibvumo Magadi (015) 294 2074**

M9

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

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

CENTRE : **POLOKWANE**

SUB DEPARTMENT : **HOD SUPPORT**

REFERENCE NUMBER : **CoGHSTA 131/15**

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

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

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

ENQUIRIES:

Ms Mahlangu Violet (015) 294 2046

43. POST NAME	:	MANAGER: STRATEGIC PLANNING
SALARY LEVEL	:	11
SALARY	:	R569 538.00 (All inclusive salary package)
CENTRE	:	POLOKWANE
SUB DEPARTMENT	:	CORPORATE SERVICES
REFERENCE NUMBER	:	COGHSTA 132/15
REQUIREMENTS	:	A 3 years recognized National Diploma in Public Management/Administration or equivalent. Minimum 3 years' experience at management level and a valid drivers' license.
KEY COMPETENCIES	:	Knowledge of: Sound and in depth knowledge of relevant Prescripts; Application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
KEY RESPONSIBILITIES	:	Monitor the implementation of strategic plans through evaluation of all SBU's monthly and quarterly progress reports etc; Advice management in interventions to address failure to meet targets as outlined in the annual performance plan (targets in terms of output & cash flow projections); Coordinate and prepare reports to EXCO, Government clusters, MinMec's; Manage the work programme of the division: monitoring and reporting
ENQUIRIES	:	Ms Mokhomole Makgano (015) 294 2286

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

Applications should be submitted on form Z83 obtainable from any Public Service Department 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: 18th December 2015

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.