



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

ERRATUM FOR ADVERTISED POSTS

(DEPARTMENTAL VACANCY CIRCULAR 01 OF 23/24 AND DEPARTMENTAL WEBSITE)

The Department of Co-operative Governance, Human Settlements and Traditional Affairs has advertised vacant posts which closed on the 04th August 2023.

Please note the following:

1. Closing date

The closing date for the posts advertised in the above-mentioned publications has been extended to 25th August 2023 at 16H30.

2. Post requirement for Chief Director: Human Settlement Administration and Property Management

An undergraduate qualification (NQF Level 7) in Built Environment or Property Management/Property Studies/Public Management as recognised by SAQA.

HEAD OF DEPARTMENT

2023/08/04
DATE



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

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

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 01 OF 23/24

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

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae ONLY (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted.

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

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

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: 04th August 2023

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



HEAD OF DEPARTMENT

13/7/2023
DATE



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

VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS

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

1. POST NAME : DEPUTY DIRECTOR GENERAL: INTERGRATED
SALARY LEVEL : SUSTAINABLE HUMAN SETTLEMENTS
SALARY : 15
CENTRE : R 1 663 581.00 (All-inclusive salary package)
BRANCH : POLOKWANE
REFERENCE NUMBER : ISHS
CoGHSTA 01/23

REQUIREMENTS : An undergraduate qualification (NQF Level 7) and a post graduate qualification in Build Environment (NQF level 8) as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, Professional registration will be an added advantage and Valid driver's license (with exception of person with disability).

KEY COMPETENCIES: Expert knowledge of operation, project and programme management with an ability to implement programmes and projects timeously; Knowledge of Development Planning principles; Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service, e.g. Public Service Act, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. **Skills in:** Advanced Strategic Planning, Project and programme management; Financial Management; Change Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (written and verbal) and negotiation skills; Policy Formulation; Research and Computer Utilization.

KEY RESPONSIBILITIES : Provide leadership and oversight on human settlement programs performance and technical services; Develop strategies to accelerate housing delivery in the Province; Oversee and ensure human settlements planning, delivery, performance and stakeholder management. Render human settlements administration services and manage state owned immovable assets. Provide leadership and oversight on development of a

		framework to direct the development of credible business plans for human settlements.
ENQUIRIES	:	Mr. Ramagoshi Phuti (015) 294 2223
2. POST NAME	:	CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT
SALARY LEVEL	:	14
SALARY	:	R 1 371 558.00 (All-inclusive salary package)
CENTRE	:	REGION B
BRANCH	:	ISHS
REFERENCE NUMBER	:	CoGHSTA 02/23
REQUIREMENTS	:	An undergraduate qualification (NQF Level 7) in Build Environment as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability).
KEY COMPETENCIES	:	Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills in: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer Utilization
KEY RESPONSIBILITIES	:	Manage Planning and Implementation of all Human Settlements and Housing Programmes which includes amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme; Ensure compliance with all built environment and Housing legislative frameworks which include amongst others Building Regulations, National Environmental Management Act(NEMA),Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).
ENQUIRIES	:	Mr. Ramagoshi Phuti (015) 294 2223

3. POST NAME : CHIEF DIRECTOR: HUMAN SETTLEMENT ADMINISTRATION AND PROPERTY MANAGEMENT

SALARY LEVEL : 14

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

CENTRE : POLOKWANE

BRANCH : ISHS

REFERENCE NUMBER : CoGHSTA 03/23

REQUIREMENTS : An undergraduate qualification in Built Environment or Property Management/ Property Studies/Public Management. Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability).

KEY COMPETENCIES : Knowledge of Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc **Skills in:** Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Negotiation skills; Policy Formulation; Research and Computer Utilization

KEY RESPONSIBILITIES : Manage Human Settlement subsidy administration; Manage Human Settlements contracts; Provide secretariat to Human Settlement statutory bodies; Provide property management and policy development services. Develop an immovable asset management plan. Provide property research and immovable asset management support; Manage debtors control system and township registers; ensure effective and efficient lease agreement management and property disposal; Oversee the effective management of assets register; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Monkoe Mphodi (015) 294 2223

4. POST NAME : DEPUTY DIRECTOR: CONTRACT MANAGEMENT

SALARY LEVEL : 11

SALARY : R 811 560.00 (All-inclusive salary package)

CENTRE : POLOKWANE

BRANCH : FINANCIAL MANAGEMENT SERVICES

REFERENCE NUMBER : CoGHSTA 04/23

REQUIREMENTS : An undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) as recognized SAQA; A minimum of 3 years' experience in a Supply Chain Management or Contract Management. 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 eg, Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc. **Skills in:** Negotiation skills; Presentation skills; Time management; Financial management

		skills. Strategic Capability and Leadership, People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Good interpersonal skills, Communication skills to interface with people from diverse backgrounds. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook
KEY RESPONSIBILITIES	:	Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer timely review of contracts variations. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepare and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work.
ENQUIRIES	:	Ms. Mokhomole Makgano (015) 294 2270
5. POST NAME	:	DRIVERS X 2 (contract linked to term of office for Chairperson & Deputy Chairperson) (SECRETARIAT HOUSE OF TRADITIONAL LEADERS)
SALARY LEVEL	:	04
SALARY	:	R 171 537.00 per annum
CENTRE	:	POLOKWANE
BRANCH	:	TRADITIONAL AFFAIRS
REFERENCE NUMBER	:	CoGHSTA 05/23
REQUIREMENTS	:	Grade 10. Valid driver's license. Minimum of 1-2 years proven experience as a Driver. Availability to occasionally take weekend and night shifts. A polite and professional disposition
KEY COMPETENCIES	:	Understanding of Security operations and procedures; Able to exercise good judgement and decision making; A high level of discretion, commitment and reliability; A flexible attitude, good judgement and the ability to work effectively as part of a team; Skills in: Good Communication, Excellent punctuality and time management.
KEY RESPONSIBILITIES	:	Transport the Chairperson & Deputy Chairperson daily to their desired official engagements. Collect and deliver documents for the Chairperson & Deputy Chairperson; Maintaining the vehicle safe and clean; Render ad-hoc general support function in the office of the Chairperson & Deputy Chairperson; Keeping track

ENQUIRIES

:

of mileage, fuel, and toll expenses; Maintain knowledge on the policies and procedures that applies in the work environment.
Ms Monyela Hlokammoni (015) 294 2073/Ms Masha Raisibe (015) 294 2068

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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 (**must be completed in full**), and a comprehensive copy of your Curriculum Vitae **ONLY** (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted.

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

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

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

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

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

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

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

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

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

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

CLOSING DATE: 04th August 2023.