



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

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

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 34 OF 22/23

**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](http://www.dpsa.gov.za) (must be completed in full), and a comprehensive copy of your Curriculum Vitae Only (Certified copies of identity document, driver's license, matric certificate and qualifications will be requested from shortlisted candidates) The specific reference number must be quoted.

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

3. Applications should be submitted to: The Acting 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: 27<sup>th</sup> January 2023**

The Department reserves the right to make an appointment in respect of the advertised post. 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

2022/12/09  
DATE



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

**VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS**

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

<b>1. POST NAME</b>	:	<b>DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT (2 POSTS)</b>
<b>SALARY LEVEL</b>	:	<b>13</b>
<b>SALARY</b>	:	<b>R 1 105 383.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>REGION A (WATERBERG) AND REGION B (VHEMBE)</b>
<b>BRANCH</b>	:	<b>ISHS</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 19/22</b>
<b>REQUIREMENTS</b>	:	An Undergraduate Qualification (NQF Level 7) in Built Environment or related qualification. Minimum 5 Years of experience in Project Management at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants).
<b>KEY COMPETENCIES:</b>		<b>Knowledge of:</b> Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Public Service Act, Labour Relations Act, PFMA, DORA, Housing Act etc. <b>Skills in:</b> Negotiation skills; Presentation skills; People Management skills; Time Management; Communication both formal and informal; Project Management; Computer literacy; Financial Management; Relationship Management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction; Conflict Management; Planning and costing of house designs.
<b>KEY RESPONSIBILITIES</b>	:	Manage EPHP and Community Residential Units; Emergency housing, Rural housing, Farm workers housing, Institutional Housing, Credit Linked Housing and Blocked Projects; Facilitate responses to queries from SCOPA, AG, Portfolio Committees and other Stakeholders; Manage resources (Financial, human and physical). Coordinate the implementation of EPWP in housing projects. Facilitate and coordinate the development human settlement infrastructure projects. Provide quality assurance on houses constructed. Manage the project information and records. Manage and oversee the work of the Implementing Agents. Provide advice on the development of Human Settlement Multiyear Development Plans. Advise on planning, Monitor, Manage and Evaluate on the implementation of human projects

		in alignment with the signed contracts/SLA. Ensure the verification of beneficiaries
<b>ENQUIRIES</b>	:	<b>Mr. Ramagoshi Phuti (015) 294 2223</b>
<b>2. POST NAME</b>	:	<b>DIRECTOR: DEMAND AND ACQUISITION</b>
<b>SALARY LEVEL</b>	:	<b>13</b>
<b>SALARY</b>	:	<b>R 1 105 383.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>FINANCIAL MANAGEMENT SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 20/22</b>
<b>REQUIREMENTS</b>	:	An Undergraduate Qualification (NQF Level 7) in Supply Chain Management as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants).
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Procurement legislations, Logistics Management, PFMA, etc <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal.
<b>KEY RESPONSIBILITIES</b>	:	Provide strategic direction on the development of Supply Chain policies; Oversee demand services; Oversee acquisition services; Manage open bids and quotations based bids; Render secretariat services to the bid evaluation and adjudication committees; Monitor, evaluate and report on contract management services; Manage resources ( financial, human and physical)
<b>ENQUIRIES</b>	:	<b>Mr. Ramagoshi Phuti (015) 294 2223</b>
<b>3. POST NAME</b>	:	<b>DEPUTY DIRECTOR: MUNICIPAL FINANCE</b>
<b>SALARY LEVEL</b>	:	<b>12</b>
<b>SALARY</b>	:	<b>R 908 502.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>WATERBERG</b>
<b>BRANCH</b>	:	<b>COOPERATIVE GOVERNANCE</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 21/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF level 6) in Accounting/ Auditing as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of</b> 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 <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<b>KEY RESPONSIBILITIES</b>	:	Support and monitor compliance with MFMA and effectiveness and functionality of governance structures. Monitor and assist with compilation, adoption of municipal annual budgets and expenditure patterns in municipalities (section 71 reports as

per MFMA). Support and monitor the development of valuation rolls, supplementary valuation rolls and functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General and assist in addressing issues raised by the Auditor-General. Support and monitor the development and implementation of revenue enhancement strategies including analyzing the financial position of the Municipalities; Facilitate Provincial Forums aimed at monitoring and supporting Intergovernmental Governance structures of Financial management.

<b>ENQUIRIES</b>	:	Oversight Committee Forum on clean audit. <b>Mr. Monkoe Mphodi (015) 294 2223</b>
<b>4. POST NAME</b>	:	<b>PROFESSIONAL ENGINEER: HUMAN SETTLEMENTS PLANNING (TECHNICAL SERVICES)</b>
<b>SALARY LEVEL</b>	:	<b>OSD</b>
<b>SALARY</b>	:	<b>R 718 062.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>ISHS</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 22/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF level 7) in Geotechnical/Civil/Structural Engineering (B Tech) Or related qualification. Compulsory registration with ECSA as a Professional Engineer. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> 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. <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Programme and project Management; Technical design analysis; Report writing; Computer-aided engineering applications; Facilitation skills; Dispute/conflict resolution skills; Team building; Problem solving and analysis; Financial managerial skills.
<b>KEY RESPONSIBILITIES</b>	:	Co-ordinate the geotechnical reports and variations; research and development; Office administration and budget planning.
<b>ENQUIRIES</b>	:	<b>Ms. Mokhomole Makgano (015) 294 2270</b>
<b>5. POST NAME</b>	:	<b>ADMINISTRATIVE SUPPORT &amp; COORDINATION OFFICER</b>
<b>SALARY LEVEL</b>	:	<b>11</b>
<b>SALARY</b>	:	<b>R 766 584.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>MEC'S OFFICE</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 23/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF level 6) in Public Administration / Public Management/ Political Administration or equivalent as recognized by SAQA.

Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).

<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Ministerial operations; Public Service Regulation; Public Service Act; PFMA; Knowledge of the Political and Parliamentary Processes in South Africa; Broad knowledge and understanding of Functional areas covered by the Executing Authority's Portfolio. <b>Skills in:</b> Negotiation skills; Facilitation skills; Report Writing; Time management; Ability to Communicate with people at different levels and from different backgrounds; Creative/innovative; Analytical Thinking skills; Language Skills; Good grooming and Presentation; Good Telephone Etiquette; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion
<b>KEY RESPONSIBILITIES</b>	:	Manage the administrative and coordination activities within the office of the Executive Authority; Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority; Render a cabinet/executive council support service to the executive authority; Supervise employees.
<b>ENQUIRIES</b>	:	<b>Mr. Monkoe Mphodi (015) 294 2223</b>
<b>6. POST NAME</b>	:	<b>DEPUTY DIRECTOR: ICT SECURITY</b>
<b>SALARY LEVEL</b>	:	<b>11</b>
<b>SALARY</b>	:	<b>R 766 584.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 24/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate national diploma (NQF level 6) in Information Technology plus Certified Information systems Security Practitioner (CISSP) /Certified Information Security Manager (CISM/Certified Security Auditor (CISA); IT Risk Management. Minimum 3 - 5 years' experience in Information Communication Technology & a valid driver's license (with exception of disabled applicants).
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Knowledge of ISO17799 security standards; Corporate Governance of ICT Policy Framework. Public Sector ICT regulations; Advanced security protocols and standards; <b>Skills in:</b> Organizing; Ability to work independently; Problem solving; Interpersonal Relationship; Conflict Management; Project management; Risk Management; Policy Development; Financial management; Communication skills and Analytical
<b>KEY RESPONSIBILITIES</b>	:	Manage ICT enterprise security architecture for the Department and support Municipalities; Manage Network, systems and applications security; Manage ICT security compliance; Ensure end-user cyber security awareness. Manage ICT security recovery within the Department.



<b>ENQUIRIES</b>	:	<b>Ms. Mokhomole Makgano (015) 294 2270</b>
<b>7. POST NAME</b>	:	<b>DEPUTY DIRECTOR: CONTRACT MANAGEMENT</b>
<b>SALARY LEVEL</b>	:	<b>11</b>
<b>SALARY</b>	:	<b>R 766 584.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>FINANCIAL MANAGEMENT SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 25/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF level 6) in Supply Chain Management recognized by SAQA. A qualification in Supply Chain Management as recognized SAQA will be an added advantage.
<b>EXPERIENCE</b>	:	Five years' experience in Supply Chain Management of which three (3) years must be at Junior Management (Assistant Director level). Valid South African driver's license (with exception of person with disability).
<b>KEY COMPETENCIES</b>	:	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. <b>Skills in:</b> 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)
<b>KEY RESPONSIBILITIES</b>	:	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 variations to contracts. 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 prepared 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

<b>ENQUIRIES</b>	:	maintain processes to ensure proper control of work. <b>Ms. Mokhomole Makgano (015) 294 2270</b>
<b>8. POST NAME</b>	:	<b>DEPUTY DIRECTOR: ASSURANCE SERVICES</b>
<b>SALARY LEVEL</b>	:	<b>11</b>
<b>SALARY</b>	:	<b>R 766 584.00 (All-inclusive salary package)</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>FINANCIAL MANAGEMENT SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 26/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Auditing. Valid driver's license with exception for people with disability.
<b>EXPERIENCE</b>	:	Relevant experience of approximately 3-5 years at Junior management level (Assist Director level) in Auditing / Accounting /Financial Management
<b>KEY COMPETENCIES</b>	:	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. Knowledge of Regularity and compliance auditing; Public Finance; Public Administration; Project management; Relationship management; Leadership; Communication; Change management; Performance management. <b>Skills in:</b> Financial Accounting; Auditing; Computer literacy; Policy analysis; Budgeting; Public Management; Communication.
<b>KEY RESPONSIBILITIES</b>	:	Manage the implementation of Internal Control framework; Manage the facilitation of assurance services; Coordinate liaison with Treasury, Internal Audit, Auditor-General and other Stakeholders. Monitor that policies and procedures are implemented and updated, regularly evaluate Internal control systems and making recommendations on the best possible intervention. Monitor that the systems are in place and functional to prevent unauthorised, irregular, fruitless and wasteful expenditure. Monitor and enforce compliance with laws and regulations through regular assessments and reporting on compliance with laws and regulations. Monitor and review all internal transactions and other audit reports conducted in the department.
<b>ENQUIRIES</b>	:	<b>Mr. Monkoe Mphodi (015) 294 2223</b>
<b>9. POST NAME</b>	:	<b>ASSISTANT DIRECTOR: HR PLANNING &amp; POST PROVISIONING</b>
<b>SALARY LEVEL</b>	:	<b>09</b>
<b>SALARY</b>	:	<b>R 393 711.00 per annum</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 27/22</b>

<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management.
<b>EXPERIENCE</b>	:	3 to 5 years' relevant experience in Human Resource and PERSAL.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Sound and in-depth knowledge of relevant prescripts, Service Regulation, Public Service Act; PFMA; Core Basic Condition of Employment Act and Employment Equity Act <b>Skills in:</b> Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.
<b>KEY RESPONSIBILITIES</b>	:	Facilitate the development and implementation of human resource plan; Facilitate the development and implementation of employment equity plan; Facilitate the development and implementation of career management & staff retention strategy.
<b>ENQUIRIES</b>	:	<b>Ms. Mokhomole Makgano (018) 294 2270</b>
<b>10. POST</b>	:	<b>ASSISTANT DIRECTOR: ASSETS MANAGEMENT</b>
<b>SALARY LEVEL</b>	:	<b>09</b>
<b>SALARY</b>	:	<b>R 393 711.00 per annum</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>FINANCIAL MANAGEMENT SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 28/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification NQF Level 6 as recognized by SAQA in financial management/ Accounting/ Supply Chain Management/ Logistics Management or Valid driver's license with exception for people with disability
<b>EXPERIENCE</b>	:	Relevant experience of approximately 3 – 5 years at junior Management (salary level 7/8) in Financial Management/ Supply Chain Management/ Assets Management Environment.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. <b>Skills in:</b> Negotiation skills; Presentation Skills; People management skills; Time management; Communication, both formal, and informal; Project management; Financial Management; Service delivery innovation; Financial Management; Supply chain management
<b>KEY RESPONSIBILITIES</b>	:	Co-ordinate departmental movable assets register and plan; Co-ordinate departmental movable assets register, Co- ordinate the capital expenditure budget; Co-ordinate the assets disposal and maintenance strategies; Formulate and manage assets management policy and procedure manuals; Ensure representation of the department in provincial assets forum; Coordinate physical verification of assets.
<b>ENQUIRIES</b>	:	<b>Ms. Monyela Hlokammoni (015) 294 2073</b>



<b>11. POST</b>	:	<b>ASSISTANT DIRECTOR: EMPLOYEE HEALTH &amp; WELLNESS (2 POSTS)</b>
<b>SALARY LEVEL</b>	:	<b>09</b>
<b>SALARY</b>	:	<b>R 393 711.00 per annum</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 29/22</b>
<b>REQUIREMENTS</b>	:	A Bachelor's degree (NQF Level 7) as recognized by SAQA in Social Work/Psychology or related. Registration with SACSSP or HPCSA or EAPA-SA
<b>EXPERIENCE</b>	:	3 years' relevant experience.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Batho Pele principles; public service act; Occupational health and safety Act, COIDA, Disaster Management act; Employee Health and Wellness strategic Framework for the Public service, HIV, TB and STI's National Strategic Plan; Mental Health Care Act; computer literacy; Dynamics, culture and language of the target community <b>Skills in:</b> Counselling skills; Interpersonal relations; People management skills; Time management; Planning and Execution; Communication; Computer skill; Teamwork.
<b>KEY RESPONSIBILITIES</b>	:	Coordinate the implementation of occupational health and safety Programmes; Coordinate the implementation of HIV/Aids, TB, STI's and other communicable diseases prevention, support and treatment care programmes; Coordinate Wellness Management Programmes; Coordinate health and productivity management programmes; People Management/ Administration.
<b>ENQUIRIES</b>	:	<b>Ms. Monyela Hlokammoni (015) 294 2073</b>
<b>12. POST</b>	:	<b>SYSTEM ANALYST &amp; ADMIN</b>
<b>SALARY LEVEL</b>	:	<b>09</b>
<b>SALARY</b>	:	<b>R 393 711.00 per annum</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 30/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Information Technology. Valid driver's license with exception for people with disability.
<b>EXPERIENCE</b>	:	Relevant experience of approximately 3 to 5 years in ICT Systems development, analysis and administration.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Systems Development Life Cycle; 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; <b>Skills in:</b> Organising; Ability to work independently; Problem solving; Interpersonal relationship; Conflict Management; Project Management; Systems Development; System analysis; Project

Management

<b>KEY RESPONSIBILITIES</b>	:	Facilitate and monitor the maintenance, upgrade and support of the existing systems; Develop, obtain, maintain and improve systems; Facilitate the development of business and end-user requirements. Update websites information; Troubleshoot reported problems on the existing systems and manage the resolution process. Administration of applications database.
<b>ENQUIRIES</b>	:	<b>Ms. Masha Raesibe (015) 294 2068</b>
<b>13. POST NAME</b>	:	<b>LEGAL ADMIN OFFICER (LITIGATION &amp; LEGAL ADVISORY SERVICES)</b>
<b>SALARY LEVEL</b>	:	<b>OSD</b>
<b>SALARY</b>	:	<b>R 378 990.00 per annum.</b>
<b>CENTRE</b>	:	<b>POLOKWANE</b>
<b>BRANCH</b>	:	<b>CORPORATE SERVICES</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 31/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Law. Valid driver's license with exception for people with disability.
<b>EXPERIENCE</b>	:	3 to 5 years' experience.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill
<b>KEY RESPONSIBILITIES</b>	:	Render effective and efficient litigation services to the department; Provision of legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.
<b>ENQUIRIES</b>	:	<b>Ms. Monyela Hlokammoni (015) 294 2068</b>
<b>14. POST NAME</b>	:	<b>LOCAL COORDINATOR: COMMUNITY DEVELOPMENT PROGRAMME.</b>
<b>SALARY LEVEL</b>	:	<b>08</b>
<b>SALARY</b>	:	<b>R 331 188.00 per annum.</b>
<b>CENTRE</b>	:	<b>MOGALAKWENA LOCAL MUNICIPALITY</b>
<b>BRANCH</b>	:	<b>COORPORATIVE GOVERNANCE</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 32/22</b>
<b>REQUIREMENTS</b>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA / National Certificate in Community Development.
<b>EXPERIENCE</b>	:	3 years' experience as community development worker.
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act,

Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills in:** Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

**KEY RESPONSIBILITIES :** Supervise, identification, facilitation and implementation of integrated development interventions; Supervise and guide community development workers to enhance their performance on community; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development workers to ensure efficient and effective support service.

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

**15. POST NAME :** SENIOR STATE ACCOUNTANT: CREDITORS SERVICES  
**SALARY LEVEL :** 08  
**SALARY :** R 331 188.00 per annum.  
**CENTRE :** POLOKWANE  
**BRANCH :** FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER :** CoGHSTA 33/22

**REQUIREMENTS :** An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management.

**EXPERIENCE :** 2 to 3 years' experience.

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

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

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

**16. POST NAME :** STATE ACCOUNTANT: CREDITORS SERVICES  
**SALARY LEVEL :** 07  
**SALARY :** R 269 214.00 per annum.  
**CENTRE :** POLOKWANE  
**BRANCH :** FINANCIAL MANAGEMENT SERVICES  
**REFERENCE NUMBER :** CoGHSTA 34/22

**REQUIREMENTS :** An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management.

**EXPERIENCE :** 1 to 2 years' experience.

**KEY COMPETENCIES :** **Knowledge of:** BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer

		Literacy and Delegation of authority <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill
<b>KEY RESPONSIBILITIES</b>	:	Process Creditors payment; Reconcile payment vouchers; Creditors payment recall/rejection/ EF70 report; Correction of misallocation; Attend to queries.
<b>ENQUIRIES</b>	:	<b>Ms. Masha Raesibe (015) 294 2068</b>
<b>17. POST NAME</b>	:	<b>COMMUNITY DEVELOPMENT WORKER (2 POSTS)</b>
<b>SALARY LEVEL</b>	:	<b>06</b>
<b>SALARY</b>	:	<b>R 218 064.00 per annum.</b>
<b>CENTRE</b>	:	<b>LEPELLE NKUMPI MUNICIPALITY-WARD 12 &amp; POLOKWANE MUNICIPALITY- WARD 13</b>
<b>BRANCH</b>	:	<b>COORPORATIVE GOVERNANCE</b>
<b>REFERENCE NUMBER</b>	:	<b>CoGHSTA 35/21</b>
<b>REQUIREMENTS</b>	:	Grade 12 or Equivalent
<b>KEY COMPETENCIES</b>	:	<b>Knowledge of:</b> Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. <b>Skills in:</b> Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.
<b>KEY RESPONSIBILITIES</b>	:	Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs 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 mechanisms to access the services; Conduct ward profiling.
<b>ENQUIRIES</b>	:	<b>Ms. Masha Raesibe (015) 294 2068</b>

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

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

**CLOSING DATE:** 27<sup>th</sup> January 2023.