

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

Vision: Sustainable Developmental Local Governance and Integrated Human Settlement

The Department of Local Government and Housing 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. The Department of Local Government and Housing reserves the right not to make any appointments in the above post. The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE candidates

- ENQUIRIES** : All General enquiries should be directed to Mphodi Monkoe and Ramohlola Makgano at (015) 294 2171/2146/2163
- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in person at 28 Market Street (next to UNISA), Registry Office (First floor). NB: Faxed or e-mailed applications will not be considered
- CLOSING DATE** : 26 June 2009
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your Identity Document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. The contents of this advert will also be available in the following media: City Press (07 June 2009), Sowetan (09 June 2009) and they will also be posted on the following websites www.limpopo-dlgh.gov.za, www.dpsa.gov.za and www.careers.com Short-listed candidates for the above posts will be subjected to a Competency Based Assessment, Security clearance, non-disclosure and verification of qualifications. Communication will only be with 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.

MANAGEMENT ECHELON

- POST 23/233** : **SENIOR MANAGER: IDP COORDINATION REFERENCE NUMBER: DLGH 06/09**
Sub Department: Local Governance
SBU: IDP Coordination
- SALARY** : R615 633 per annum (All inclusive package)
- CENTRE** : Polokwane
- REQUIREMENTS** : Qualification: Appropriate recognized Bachelor's Degree (NQF 6) in Social Sciences or Development Planning Experience of: 3-5 Years Experience at management level in public service. Knowledge of: Understanding of the public service environment▪ Municipal Structures Act▪ Municipal Systems Act▪ Municipal Finance Management Act▪ Public Finance Management Act▪ Integrated Development Planning▪ Strategic Planning▪ Relevant Legislation ▪ Policy Development▪ General Management▪ Ability to communicate effectively at all levels▪ Creative and Analytical Thinking▪ Financial Management▪ national spatial development perspective▪ IGR act Skills on: Policy Development▪ Strategic Management▪ General Management▪ Ability to communicate effectively at all levels▪ Innovation ▪ Creative and Analytical Thinking ▪Financial Management.
- DUTIES** : Manage and monitor IDP processes in the Limpopo Province. Support the development of municipal IDPs. Facilitate integration of strategic plans of government departments and state owned agencies into municipal IDP's. Coordinate implementation of the ISRDP and the Provincial Growth Points (PGP) Capacity Building Programme. Coordinate the annual analysis and assessment of the IDPs in the province.
- ENQUIRIES** : Lesiba Malebana (015) 294 2029

POST 23/234 : **SENIOR MANAGER: RISK AND SECURITY MANAGEMENT REFERENCE NUMBER: DLGH 07/09**
Sub Department: HOD'S Support
SBU: Risk Management

SALARY : R615 633(All inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Appropriate recognized Bachelor's degree (NQF 6) in Auditing /risk management or equivalent Experience of: 5 to 10 years experience at management level Knowledge of: Understanding of the public service environment▪ Understanding of relevant communication and information legislation▪ Local government Transformation▪ Service delivery Improvement▪ Customer care▪ Call centre management▪ Library management▪ Batho Pele principles application▪ Knowledge management ▪ Performance monitoring and evaluation▪ General management▪ Strategic planning▪ Service delivery▪ Governance issues▪ PFMA▪ MFMA▪ Procurement policies▪ Strategic resources mobilization▪ Other relevant Legislation Skills: Program and project management▪ Change management▪ Problem solving▪ Networking▪ People management and empowerment▪ Policy development▪ Strategic management▪ General management▪ Communication at all level▪ Innovation ▪Creative and analytical thinking Customer orientation▪ Facilitation skills

DUTIES : Manage the effectiveness of access control and property/asset protection. Manage the development and implementation of Anti-fraud and Anti-corruption strategies. Manage the development and implementation of risk management strategy. Conduct security evaluations on site. Liaise with the anti-corruption unit in the Office of the Premier. Conduct audits on physical security and asset protection and Conduct audits to determine areas of risk.

ENQUIRES : Molebatja Manamela (015)294 2029/2030

OTHER POSTS

POST 23/235 : **CHIEF TOWN AND REGIONAL PLANNER REFERENCE NUMBER: DLGH 09/09**
Sub Department: Local Governance
SBU: Spatial Planning And Human Settlement

SALARY : R 407 745 per annum (All Inclusive Package)
CENTRE : Polokwane
REQUIREMENTS : Qualifications Degree/ Diploma (NQF 6) in Town and Regional Planning/ Urban and Regional Planning Experience: 3-5 years experience knowledge : Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, DFA, SDF, MSA, NSDP, PGDS, PFMA, Ordinance, etc Skills: Negotiation skills▪ Presentation skills▪ People management skills▪ Time management.▪ 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

DUTIES : manage the orderly planning of sustainable integrated human settlement. coordinate the development of provincial spatial development framework. manage the development of municipal spatial development frameworks (msdf).manage the development and implementation of municipal idp's. Manage other key national and provincial developmental initiatives such as isrdp, urp, etc and manage divisional budget

ENQUIRES : Frans Madisha (015) 294 2146

POST 23/236 : **MANAGER: HELP DESK SERVICES REFERENCE NUMBER: DLGH 10/09**
Sub Department: CIO
SBU: Service Excellence Centre

SALARY : R 407 745 per annum (All Inclusive Package)
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/ National Diploma (NQF 6) in Communication /Public Administration Experience: 3 -5 years in related field Knowledge of: Public

Service Regulation▪ PFMA▪ Skills: Negotiation skills▪ Presentation Skills▪ Report Writing▪ Time Management▪ Communication both formal and informal▪ Creative/ Innovative▪ Analytical Thinking skills

DUTIES : Manage Help Desk and Reception Services of the Department, Manage the Service Delivery Complaints and Investigations, and Manage the Housing Consumer Call Centre

ENQUIRIES : Kobe Kgarahara (015) 294 2164

POST 23/237 : **SENIOR PROJECT MANAGER: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING REFERENCE NUMBER: DLGH 11/09**
Sub Department: Local Governance
SBU: Municipal Institutional Capacity Building

SALARY CENTRE REQUIREMENTS : R 407 745 per annum (All Inclusive Package)
: Polokwane
: Qualification: Diploma/Degree (NQF 6) in Public Administration/ Local Government/Project Management. Experience: 3 years in experience in transformational issues and supervisory responsibilities in the public service. A certificate in customer care or related fields. Valid drivers license Knowledge of: Sound and in depth knowledge of relevant prescripts▪ application of the legislative framework governing local government▪ Municipal Structures Act▪ Municipal Systems Act▪ Municipal Finance Management Act▪ Knowledge of National Capacity Building Framework Public & Provincial Capacity Building Strategy Skills: Presentation skills▪ Time management▪ Communication, both formal, and informal▪ Leadership▪ Performance Management▪ Project Management▪ Negotiation skills ▪ Computer literate.

DUTIES : Develop and implement municipal provincial capacity building strategy. Assessment of capacity levels of municipalities. Co-ordinate local government capacity building programmes. Assess the impact of capacity building programmes and oversee the implementation of project consolidate

ENQUIRES : Lesiba Malebana (015) 294 2029

POST 23/238 : **MANAGER: CLUSTER CO-ORDINATION REFERENCE NUMBER: DLGH 12/09**
Sub Department: Local Governance
Sbu: IDP

SALARY CENTRE REQUIREMENTS : R 407 745 per annum (All Inclusive Package)
: Polokwane
: Qualifications: Bachelors degree in social science or development planning and extensive knowledge in IDP process EXPERIENCE: 3-5 years 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.

DUTIES : Co-ordinate and implement the ISRDP sector alignment process. Co-ordinate the development of settlements cluster (growth points and population concentration points as outlined in the Provincial spatial rationale).

ENQUIRES : Frans Madisha (015) 294 2145

POST 23/239 : **SENIOR PROJECT MANAGER: COMMUNITY BASED HOUSING REFERENCE NUMBER: DLGH 08/09**
Sub Department: ISHS
SBU: Community Based Housing

SALARY CENTRE REQUIREMENTS : R344 052 per annum (all inclusive package)
: Polokwane
: Qqualification: Diploma (NQF 6) in Civil engineering/building environment Experience: 3-5 years experience. 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 ▪Computer literacy▪ Project Management ▪Financial management

•Relationship management •Coordination Analytical thinking• Research methodology •Report writing •National building regulation •Building construction Conflict management •Planning and costing of house designs Skills: Negotiation skills. • Presentation skills. • People management skills. • Time management. • Communication both formal and informal

DUTIES : Manage the implementation of community based housing / PHP program. Manage the implementation of emergency housing Programmes. Manage the implementation of transitional housing Programmes. Manage the implementation of farm residence Programmes. Render and provide technical advises to management, municipalities and other stakeholders on housing and infrastructure development and facilitate the process of payment of claims

ENQUIRES : Sekele Mmathapelo (015) 294 2515

POST 23/240 : **MANAGER: SPECIAL PROGRAMMES AND DIVERSITY MANAGEMENT**
REFERENCE NUMBER: DLGH 13/09
 Sub Department: Shared Services
 SBU: Organisational Transformation

SALARY : R 344 052 (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualifications: National diploma (NQF 6) in human science or Equivalent
 Experience: 3-5 Years in management level knowledge of: Public Service Regulation• Public Service Act• Employment Equity Act• Public Service Transformation skills: Negotiation skills• Presentation/Facilitation skills. • Report Writing• Time management• Communication both formal, and informal• Creative/innovative• Analytical Thinking skills

DUTIES : Manage the implementation of Gender programmes. Manage the implementation of Elderly programmes. Manage the implementation of Youth programmes. Manage the implementation of Children programmes and manage the implementation of Disability programmes

ENQUIRES : Matome Mphasha: (015) 249 2163

POST 23/241 : **MANAGER: HOUSING CONSUMER EDUCATION REFERENCE NUMBER: DLGH 14/09**
 Sub Department: ISHS
 SBU: Housing Accreditation

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualifications: NQF 6 or equivalent in Humanities. Experience of: 3-5 years in housing matters. Knowledge of: Public Service Regulation• Public Service Act• PFMA• Core• Housing Code Skill: Negotiation skills• Presentation/Facilitation skills• Report Writing• Time management Communication both formal and informal• Creative/innovative• Analytical Thinking skills

DUTIES : Develop and Align the Provincial Housing Consumer Education framework. Manage the overall Housing Consumer Education training modules. Develop Housing Consumer Education roll-out program with municipalities. Design and manage the assessment tools of the Housing Consumer Education and Develop and review Housing Consumer Education training modules

ENQUIRES : Mathapelo Sekele (015) 294 2516

POST 23/242 : **MANAGER: RECRUITMENT AND SELECTION REFERENCE NUMBER: DLGH 15/09**
 Sub Department: Shared Services
 SBU: Human Resource Planning

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/National Diploma (NQF 6) in Human Resource Management/Public Administration or equivalent. Experience: 3-5 years. Knowledge of: Public Service Regulation• Public Service Act• Labour Relations Act• Basic Conditions of Employment Act• Human Resource. Skills: People Management and Empowerment• Presentation/ Facilitation• Report Writing• Time

Management▪ Communication formal and informal▪ Creative/ Innovative ▪ Analytical Thinking Computer Literate.

DUTIES : Develop and Review Recruitment and Selection Policy and Strategy, Manage the Advertisement of Vacant Posts on the Structure, Manage the Coordination of Selections, Interviews and Appointments and Manage Coordination of Placements

ENQUIRIES : Mr. Pitsi Phistos (015) 294 2515

POST 23/243 : **MANAGER: HUMAN RESOURCE PLANNING, EMPLOYMENT EQUITY AND RETENTION REFERENCE NUMBER: DLGH 16/09**
Sub Department: Shared Services
SBU: Human Resource Planning

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/National Diploma (NQF 6) in Human Resource management/ Public Administration. Experience: 3-5 years. Knowledge Of: Public Service Act▪ Labour Relations Act▪ PFMA▪ Employment Equity Act and Human Resource. Skills: Presentation▪ Facilitation▪ People Management▪ Time Management▪ Communication both formal and informal ▪Computer Literate.

DUTIES : Develop and Implement Human Resource Plan, Develop and Implement Employment Equity Plan, Develop Retention and Career Management Strategy

ENQUIRIES : Matome Mphasha (015) 294 2163

POST 23/244 : **SENIOR LEGAL ADMIN OFFICER: RESEARCH AND LEGISLATION REFERENCE NUMBER: DLGH 17/09**
Sub Department: Shared Services
SBU: Research And Policy Development

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualification: LLB Degree (NQF 6) or equivalent. Experience: 3-5 years. Knowledge: Broad knowledge of legislations▪ Understanding of policies, research analysis and legal processes and practice▪ Public Service reporting procedures and work environment Skills: Problem Solving▪ Drafting Skills▪ Negotiation skills. ▪Presentation skills▪ People management skills▪ Time management▪ Communication both formal, and informal

DUTIES : Render legal opinion to the staff, management and MEC with regard to their responsibilities in the application of the municipal legislations. Assist the municipalities in the drafting, vetting, editing, reviewing and adoption of by-laws. Conduct workshop for municipalities with regard to the processes of drafting by laws. Do research and advise the municipalities on adherence to legislations affecting them. Conduct research and assist in the preparation of drafting and reviewing of Provincial Legislations. Conduct research and initiate the rationalization of the By-Laws in the Province. Draft proclamations on behalf of the MEC. Publication of legal notices

ENQUIRES : Matome Mphasha (015) 294 2163

POST 23/245 : **MANAGER: HOUSING PLANNING, MONITORING AND EVALUATION REFERENCE NUMBER: DLGH 18/09**
Sub Department: ISHS
SBU: Housing Accreditation

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Degree (NQF 6) in Economics/Development Studies or equivalent Experience : 3-5 Years experience Knowledge of: Public Service Regulation▪ Public Service Act▪ PFMA▪ Research▪ Development planning▪ Policy Analysis Skills: Negotiation skills▪ Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Communication, both formal, and informal▪ Creative/innovative▪ Analytical Thinking skills▪ Research ▪ Financial Management

DUTIES : Develop and Review Housing Policies. Manage identification and purchase of strategically located land for integrated human settlement. Manage the

mobilization of funding for housing development with stakeholders. Co-ordinate the development and review of housing development in line with the multi year housing development plan. Develop and monitor the municipal IDP housing chapters Co-ordinate housing needs analysis. Monitor and provide advice on policy compliance with regard to implementation of housing programmes and Conduct research on construction sector trends and international Housing Trends

ENQUIRES : Sekele Mmathapelo (015) 294 2516

POST 23/246 : **MANAGER: RESPONSE AND RECOVERY REFERENCE NUMBER: DLGH 46/06**

Sub Department: Local Governance
SBU: Disaster Management

SALARY : R344 052 per annum (all inclusive package)

CENTRE : Polokwane

REQUIREMENTS : Qualifications: National Diploma (NQF 6) in Disaster Management /B-Tech in Fire Management Experience: 3-5 years Experience ▪ 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▪ Applicable legislations▪ Disaster management ▪Disaster response and recovery Skills: Problem solving▪ Financial Management▪ Proven Managerial skills▪ Accomplished leader▪ Research orientated person▪ Confident communicator ▪ Financial management▪ People management skills▪ Networking skills▪ Innovative thinking▪ Environmental assessment▪ Adaptability to meet the goal during changes▪ Policy formulation▪ Project management▪ Computer literacy▪ Fire management

DUTIES : Coordinate disaster response and recovery efforts in the province. Implement the information dissemination of early warning system to all stakeholders. Develop and implement the standard operation procedure for the province .implement all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner. Mobilise and monitor the provincial disaster relief fund. Develop uniform and integrated disaster response approach.

ENQUIRIES : Lesiba Malebane (015) 294 2029

POST 23/247 : **PROJECT MANAGER: COMMUNITY BASED HOUSING REFERENCE NUMBER: DLGH 19/09**

Sub Department: ISHS
SBU: Community Based Housing

SALARY : R217 482 per annum

CENTRE : Polokwane

REQUIREMENTS : Qualifications Diploma (NQF 6) in Civil engineering/building environment .Experience : 2-3 years experience 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 Computer literacy▪ Project Management▪ Financial management ▪Relationship management ▪Coordination ▪Analytical thinking ▪Research methodology▪ Report writing▪ National building regulation ▪Building construction ▪Conflict management ▪Planning and costing of house designs Skills: Negotiation skills▪ Presentation skills▪ People management skills▪ Time management ▪Communication both formal, and informal

DUTIES : Coordinate and monitor the implementation of community based housing/ PHP programmes. Coordinate and monitor the implementation of emergency housing programmes. Coordinate the implementation of transitional housing programmes. Coordinate the implementation of farm residence programmes. Render and provide technical advises to management, municipalities and other stakeholders on housing and infrastructure development and Facilitate the process of payment of claims

ENQUIRIES : Frans Madisha (015) 294 2146

POST 23/248 : **SENIOR SPATIAL PLANNER REFERENCE NUMBER: DLGH 20/09**
Sub Department: Local Governance
SBU: Spatial Planning And Human Settlement

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications National Diploma, B-Tech or BSc (NQF 6) in land survey. Experience: 1-2 years experience 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

DUTIES : Assist in the monitoring and co-coordinating the orderly planned settlements in rural and urban areas. Assist in boundary disputes resolution pertaining to surveying and mapping of land that incorporates elements of the boundary survey, mortgage survey, and topographic survey land, such as encroachments, identification and relocation of beacons. deformation survey for comparison between two sites of position for the re-measuring and calculations. Assist in the establishment of elevations of home sites for flood insurance and support and monitor all other land survey related issues

ENQUIRES : Mokgadi Mabala (015) 294 2516

POST 23/249 : **SENIOR TOWN AND REGIONAL PLANNER (3 POSTS) REFERENCE NUMBER: DLGH 21/09**
Sub Department: Local Governance
SBU: Spatial Planning And Human Settlement

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications Degree/ Diploma (NQF 6) in Town and Regional Planning/ Urban and Regional Planning Experience: 1-2 years experience knowledge of: Negotiation skills.• Presentation skills.• People management skills • Time management • Communication, both formal, and informal • Programme and project management • Facilitation skills • Dispute/conflict resolution skills •Team building • Problem solving and analysis Skills: Negotiation skills •Presentation skills •People management skills •Time management •Communication, both formal, and informal• Programme and project management• Facilitation skills• Dispute/conflict resolution skills• Team building •Problem solving and analysis

DUTIES : Support the orderly planning of sustainable integrated human settlement. Provide technical professional planning service/ input on Town and Regional Planning applications within a District Municipality. Support the development of Provincial spatial development Framework. Support the development of Municipal Spatial Development frameworks (SDF).Support other key National and Provincial developmental initiatives such as ISRDP, URP, etc and Support the development and implementation of municipal IDP's

ENQUIRES : Frans Madisha (015) 294 2146

POST 23/250 : **PROJECT MANAGER: RURAL HOUSING AND HOUSING RECTIFICATION REFERENCE NUMBER: DLGH 22/09**
Sub Department: ISHS
SBU: Rural Housing & Housing Rectification

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications National Diploma/ degree (NQF 6) in building, environment or equivalent qualification Experience: 2-3 years experience 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

DUTIES : Ensure quality adherence on projects render and provide technical advice to management, municipalities and other stakeholders on housing and

infrastructure development. Manage and monitor rural housing projects, housing rectification program and provide progress report including the financial status quo

ENQUIRIES : Mmathapelo Sekele (015) 294 2516

POST 23/251 : **PROJECT MANAGER: MUNICIPAL INFRASTRUCTURE DELIVERY (2 POSTS) REFERENCE NUMBER: DLGH 23/09**
Sub Department: Local Governance
SBU: MID

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: National diploma (NQF 6) in building science or equivalent
Experience: Three years 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.

DUTIES : Prepare and facilitate project registration process. Monitor and support municipalities on legal compliance (e.g. occupational health and safety) and adherence to norms and standards. Ensure project compliance to extend Public Works programme principles. Verify impact of municipal infrastructure projects .Collate project progress reports.

ENQUIRES : Lesiba Malebana (015) 294 2029

POST 23/252 : **DEPUTY MANAGER: RISK MANAGEMENT REFERENCE NUMBER: DLGH 24/09**
Sub Department: Hod Support
SBU: Risk Management

SALARY : R 217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Bachelors degree (NQF 6) or equivalent Experience: 3-5 Years Knowledge of: Public Service Regulation ▪Public Service Act ▪PFMA Skills: Negotiation skills ▪Presentation/Facilitation skills▪ Report Writing ▪Time management▪ Communication both formal and informal ▪Creative/innovative▪ Analytical Thinking

DUTIES : Develop Risk Management Process. Conduct Awareness Campaign on Risk Management in the Management Issues. Monitor Application of Risk Management in the Department.Co-ordinate the Implementation of Risk Management Strategy. Capacitate departmental staff and Municipalities on Enterprise Risk Management and Co-ordinate the implementation of enterprise risk management in the department

ENQUIRIES : Matlopela Terry (015) 294 2516

POST 23/253 : **DEPUTY MANAGER: ANTI FRAUD AND CORRUPTION REFERENCE NUMBER: DLGH 25/09**
Sub Department: Hod Support
SBU: Risk Management

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Bachelors degree/National Diploma (NQF 6) in Auditing ▪Law Policing▪ Investigative Journalism ▪B. Com▪ National diploma in forensic Audit and fraud examination will be an added advantage ▪LLB Degree. Experience of: 2-3 years experience Knowledge: Public Service Regulation▪ Public Service Act▪ PFMA▪ MFMA▪ Code of Conduct Skill in: Investigation▪ interviewing skills▪ Good communication skills both written and verbal ▪ Negotiation skills▪ Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Creative/innovative▪ Co-ordination skills▪ Networking▪ Analytical Thinking skills

DUTIES : Conduct high level investigations on reported incidents of fraud and corruption within the Department and Municipalities. Ensure the implementation of fraud prevention strategy. conduct fraud and risk management. Prevent Corporate

Crime and Misconduct within the Department and Municipalities. Ensure recovery of assets acquired fraudulently. Liaison with internal and external clients. Assist on management within the Department in the identification of weaknesses control and design measures to improve them. Conduct awareness workshops on Anti-Fraud and Corruption within the Department and Municipalities

ENQUIRIES : Matlopela Terry (015) 294 2516

POST 23/254 : **DEPUTY MANAGER: SERVICE EXCELLENCE (2 POSTS) REFERENCE NUMBER: DLGH 26/09**
Sub Department: Chief Information Office
SBU: Service Excellence

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Degree/ National Diploma (NQF 6) in communications/ public administration▪ valid drivers license Experience : 2 years experience in Transformational issues and Supervisory responsibilities in the public service management▪ A certificate in Customer Care or related field▪ Attendance of Customer Care / Receptionist.▪ Command good Human Relations in his/her Area of operation. Knowledge: knowledge of secretariat and office administration▪ Computer literate ▪Communication▪ Customer Care▪ Report writing▪ Good interpersonal relation Skill: Negotiation skills▪ Presentation skills▪ Customer Care▪ Telephone Etiquette ▪ People management skills▪ Time management▪ Communication both formal, and informal

DUTIES : Monitor implementation and Compliance to Batho Pele programmes .Assist with the development of service Delivery Improvement Plan. Assist SBUs with the development of Annual Citizens Report. Facilitate administration of departmental and premier's service excellence awards. Participate in Batho Pele Forums and Events and Facilitate Review and development of Service Standards

ENQUIRIES : Kobe Kgarahara (015) 294 2164

POST 23/255 : **DEPUTY MANAGER: INTERNAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REFERENCE NUMBER: DLGH 27/09**
Sub Department: Chief Information Office
SBU: Communication

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Appropriate recognized Bachelor Degree in public relations/ communications/knowledge management (NQF 6) or Equivalent Experience : 2-3 years 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 Organizing ▪ Applicable legislations▪ Service Delivery Improvement ▪ Procurement Policies▪ Strategic Resources mobilization▪ other relevant legislation▪ PFMA ▪MFMA ▪Other 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

DUTIES : Monitor the implementation of the communication strategy. Implement knowledge management policies and processes. Coordinate the capacity on Municipal internal communication & Knowledge Management programme and Co-ordinate internal information for dissemination.

ENQUIRIES : Kobe Kgarahara (015) 294 2164

POST 23/256 : **DEPUTY MANAGER: MUNICIPAL COMMUNICATIONS SUPPORT**
REFERENCE NUMBER: DLGH 28/09
Sub Department: Chief Information Office
SBU: Communication

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: Appropriate recognized Bachelor Degree public relations/communications (NQF 6) .Experience: 3-5 Years. 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 Organizing• Applicable legislations• Service Delivery Improvement • Procurement Policies• Strategic Resources mobilization• other relevant legislation• PFMA •MFMA •Other 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

DUTIES : Monitor the implementation of communication strategies/plans and evaluate the impact thereof. Develop communication strategies for municipalities on specific interventions. Render support to municipalities on communication aspects and co-ordinate municipal communication forums and departmental campaign such as “My councillor and I”

ENQUIRIES : Matlopela Terry (015) 294 2516

POST 23/257 : **DEPUTY MANAGER: IDP SUPPORT REFERENCE NUMBER: DLGH 29/09**
Sub Department: Local Governance
SBU: IDP

SALARY : R 217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: B degree(NQF 6) in social science or extensive knowledge in IDP process will be an added advantage. Experience: 3 -5 years Knowledge of: Sound and in depth knowledge of relevant prescripts• application of the legislative framework governing the public service• e.g. Municipal Systems Act• MFMA• IGR Act • Municipal Structures Act• Constitution. Skills: Presentation skills• People management skills• Time management• Communication both formal, and informal• Report writing skills

DUTIES : Facilitate, monitor and assess IDP practice and capacitate IDP role players in a district. Monitor the development and adherence of municipalities to their service delivery and budget implementation plans. Monitor the development of IDP in terms of IDP cycle (Adherence to IDP review framework and process plans) and Provide support to municipalities, sector departments and Parastatals in the development of credible IDPs.

ENQUIRIES : Frans Madisha (015) 294 2146

POST 23/258 : **DEPUTY: MANAGER STRATEGIC MANAGEMENT REFERENCE**
NUMBER: DLGH 30/09
Sub Department: Shared Services
SBU: Strategic Management

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: B Comm (NQF 6) in economics /Business management Experience: 2-3 years experience in the field of strategic planning and programmes management. Knowledge of: Sound and in depth knowledge of relevant prescripts, government planning framework• application of the legislative framework governing the public service • Public Service Act, Labour Relation Act,• PFMA, etc Skills: Negotiation skills• Presentation skills• People

management skills▪ Time management▪ Communication both formal and informal▪ Financial Management skill

DUTIES : Manage alignment of the department plans to PGDS. 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. Implement the process of strategic formulation in the department and develop the strategic plan documents.

ENQUIRIES : Matome Mphasha (015) 294 2163

POST 23/259 : **DEPUTY MANAGER: HOUSING PLANNING, MONITORING AND EVALUATION REFERENCE NUMBER: DLGH 31/09**
Sub Department: ISHS
SBU: Housing Accreditation

SALARY : R217 482 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Degree (NQF 6) in Economics/Development Studies or equivalent
Experience: 2-3 Years experience Knowledge of : Public Service Regulation▪ Public Service Act▪ PFMA▪ Research▪ Development planning▪ Policy Analysis
Skills : Negotiation skills▪ Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Communication, both formal, and informal▪ Creative/innovative▪ Analytical Thinking skills▪ Research ▪ Financial Management

DUTIES : Coordinate the development and reviewal of housing policies. Coordinate the identification and purchase of strategically located land for integrated human settlement. Facilitate research on construction sector and international housing Trends. Facilitate funding for housing development with stakeholders. Co-ordinate the development and review of housing development in line with the multi year housing development plan. Facilitate housing needs analysis. Provide advice on policy compliance with regard to implementation of housing programmes

ENQUIRIES : Sekele Mmathapelo (015) 294 2516

POST 23/260 : **LABOUR RELATIONS OFFICER: MISCONDUCT AND DISPUTE (2 POSTS) REFERENCE NUMBER: DLGH 32/09**
Sub Department: Shared Services
SBU: Labour Relations And Employee Wellness

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: LLB degree or B proc. Experience: 2-5 years .knowledge of: Sound and in depth knowledge of work place laws. Skills: Negotiation skills▪ Presentation skills▪ People management skills ▪ Time management▪ Communication both formal and informal. Interpretation skill.

DUTIES : Training management and staff on disciplinary code and procedures. Investigate reported allegations of misconduct. Conduct disciplinary hearings. Capacitate municipalities on discipline management. Represent the department in dispute resolution fora CCMA, GPSSBC, PSCBC and Labour Court. Management of strike. Provision of opinion on labour matters.

ENQUIRIES : Pitsi Phistos (015) 294 2515

POST 23/261 : **FUNDING FACILITATION PRACTITIONER REFERENCE NUMBER: DLGH 33/09**
Sub Department: ISHS
SBU: Housing Accreditation

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/National diploma (NQF 6) in public administration or equivalent Experience: 2-3 years experience in housing matters Knowledge of: Public Service Regulation ▪ Public Service Act ▪PFMA▪ Core Skills: Negotiation skills▪ Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Communication, both formal, and informal▪ Creative/innovative▪ Analytical Thinking skills

DUTIES : Facilitate the distribution of funding between spheres of government. Coordinate Accreditation for identified municipalities. Facilitate capacity enhancement funding for municipalities. Monitor performance on accredited municipalities. Facilitate the distribution of funding between spheres of government and facilitate the municipal capacity audit for accreditation.

ENQUIRIES : Mmathapelo Sekele (015) 294 2516

POST 23/262 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION**
REFERENCE NUMBER: DLGH 34/09
 Sub Department: Shared Services
 SBU: Human Resource Planning

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/National Diploma (NQF 6) in Human Resource Management/Public Administration or equivalent. Experience: 2- 3 years. Knowledge of: Public Service Regulation▪ Labour Relations Act▪ Basic Conditions of Employment Act▪ Human Resource. Skills: Negotiations Skills▪ Report Writing▪ Time Management▪ Communication both formal and informal▪ Creative/ innovative ▪Analytical Thinking Skills.

DUTIES : Development of job specification (Advertisement of Vacant posts on the structure, Administer the recruitment and selection process including, Physical orientation, Administration of employment contracts.

ENQUIRIES : Matome Mphasha (015) 294 2163

POST 23/263 : **HUMAN RESOURCE PRACTITIONER: HR PLANNING, EMPLOYMENT EQUITY AND RETENTION**
REFERENCE NUMBER: DLGH 35/09
 Sub Department: Shared Services
 SBU: Human Resource Planning

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: Degree/National Diploma (NQF 6) in Human Resource Management/Public Administration equivalent. Experience: 2- 3 years. Knowledge of: Public Service Regulation▪ Labour Relations Act▪ Basic Conditions of Employment Act▪ Employment Equity Act▪ Skills: Negotiation Skills▪ Report Writing▪ Time Management▪ Communication both formal and Informal▪ Creative/ innovative and Analytical▪ Thinking Skills.

DUTIES : Implement Human Resource Plan, Co- ordinate the Compilation of Employment Equity Plan, Marketing of the Employment Equity Plan and Collate information for compilation of Employment Equity Report.

ENQUIRIES : Pitsi Phistos (015) 294 2515

POST 23/264 : **CAPACITY DEVELOPMENT PRACTITIONERS**
REFERENCE NUMBER: DLGH 45/09
 Sub Department: ISHS
 SBU: Housing Consumer Accreditation

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: NQF 6 or Equivalent Experience: 2-3 Years Knowledge of: Public Service Regulation▪ Public Service Act ▪PFMA▪ Housing legislations Skills: Negotiation skills▪Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Communication, both formal, and informal▪ Creative/innovative ▪ Analytical Thinking skills

DUTIES : Consumer skills Audit and capacitate departmental, municipal officials and CDW on targeted programmes. Co-ordinate housing consumer education training programme. Conduct impact assessment on housing consumer education. Monitor appointed consumer education service provider. Compilation of housing consumer education business plans for targeted programmes

ENQUIRIES : Mmaphefo Mamaregane (015) 294 2269

POST 23/265 : **DEPUTY MANAGER: CONTRACTS AND CLAIMS MANAGEMENT**
REFERENCE NUMBER: DLGH 36/09
Sub Department: ISHS
SBU: Contracts And Claims Management

SALARY : R174 243 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: National diploma (NQF 6) in administration Experience: 2-3 years experience in housing environment Knowledge of: Sound and in depth knowledge of relevant prescripts▪ application of the legislative framework governing the public service ▪ Public Service Act▪ Labour Relation Act▪ PFMA, etc Skills: Negotiation skills▪ Presentation skills▪ People management skills▪ Conflict resolution▪ Decision making▪ Time management▪ Communication both formal, and informal▪ Project Management▪ Strategic Planning

DUTIES : Coordinates the appointment of contractors and engineer. Coordinates the registration of contracts in the housing subsidy system and filing of contracts. Monitor capturing of claims and contract in the housing subsidy system Coordinate the development and implementation of contracts and Processing of claims

ENQUIRIES : Mmathapelo Sekele (015) 294 2516

POST 23/266 : **ASSISTANT MANAGER: (HOUSING PROJECT MANAGEMENT)**
REFERENCE NUMBER: DLGH 37/09
Sub Department: ISHS
SBU: Housing Project Management

SALARY : R145 920 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications ▪NQF 6 or equivalent qualification Experience: 1-2 years experience 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: Communication, both formal and informal ▪Computer literacy certificates▪ Relationship management ▪Co-ordination▪ Facilitate▪ Analytical thinking▪ Report writing▪ Records Management▪ Promotion of Access to Information

DUTIES : Perform administrative support to the Branch Collate information for compilation of reports and Receive and capture contractors' claims payments

ENQUIRIES : Sekele Mmathapelo (015) 294 2516

POST 23/267 : **ADMIN OFFICER: DEBTORS CONTROL MANAGEMENT REFERENCE**
NUMBER: DLGH 38/09
Sub Department: ISHS
SBU: Housing Property Management

SALARY : R145 920 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Degree/National Diploma (NQF 6) in Accounting/ Financial Management Experience: 1-2 years. Knowledge of: Public Service Regulation▪ Public Service Act▪ PFMA▪ Core Skills: Negotiation skills▪ Presentation/Facilitation skills▪ Report Writing▪ Time management▪ Communication, both formal, and informal▪ Creative/innovative▪ Analytical Thinking skills

DUTIES : Facilitate devolution of properties through Enhanced Extended Discount Benefits Scheme (EEDBS) and phasing out program (POP) to legal tenants and municipalities. Facilitate payments of housing debtor's property accounts. Facilitate payments of rates and taxes for state owned properties and facilitate the updating of succession records for housing debtor's properties. Determine the selling price for properties due for transfer to beneficiaries and municipalities.

ENQUIRIES : Mamaregane Mmaphefo (015) 294 2269

POST 23/268 : **COMMUNICATION ANALYST REFERENCE NUMBER: DLGH 39/09**
Sub Department: Chief Information Office
SBU: Communication

SALARY : R145 920 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: Appropriate recognized Bachelor Degree (NQF 6) or Equivalent in public relations / communications/ knowledge management. Experience: 2-3 years 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 Organizing ▪ 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 Skill• Computer Literacy ▪ Program and project management• Change Management• Strategic Management

DUTIES : Facilitate the establishment of the community of practice. Conduct the internal communications audit to assess impact for the development of an improvement plan. Assist municipalities on internal communications-related issues and Conduct environmental analysis to assess impact (media monitoring and press clipping)

ENQUIRIES : Matlopela Terry (015) 294 2516

POST 23/269 : **SYSTEM ADMINISTRATION OFFICER: SYSTEM DEVELOPMENT REFERENCE NUMBER: DLGH 40/09**
Sub Department: Shared Services
SBU: Information Technology

SALARY : R145 920 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: National Diploma (NQF 6) in information technology Experience: 2-3 years experience in system development support and maintenance 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 DUTIES AND RESPONSIBILITIES: Audit existing IT Systems and Software. Install and update IT Software .Update Websites information and Troubleshoot reported problems on the systems and rectify

ENQUIRIES : Matome Mphasha (015) 294 2163

POST 23/270 : **INDUSTRIAL TECHNICIAN: DISASTER MANAGEMENT REFERENCE NUMBER: DLGH 41/09**
Sub Department: Local Governance
SBU: Disaster Management

SALARY : R145 920 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: National Diploma (NQF 6) in Electrical Engineering.Experience: 1-2 years experience in the relevant field knowledge of: sound and in depth knowledge of the relevant prescripts• application of legislative framework governing the public service eg. Disaster management act• PFMA Skills: people management skills• Time Management• Communication skills both formal and informal

DUTIES : Install and maintain two-way radio communication system. Train the end users on the usage of two way radio communications system. Capture disaster

incidents scenes. Collate information for the compilation and maintenance of a provincial disaster contact data base. Capture and update disaster management projects into the departmental GIS and information management system.
Mokgadi Mabala (015) 294 2516

ENQUIRIES

POST 23/271

COMMUNICATION OFFICER: MUNICIPAL COMMUNICATION SUPPORT
REFERENCE NUMBER: DLGH 42/09

Sub Department: CIO
SBU: Communication

SALARY
CENTRE
REQUIREMENTS

R145 920 per annum
Polokwane
Qualification: National diploma (NQF 6) in Journalism/media studies or equivalent. Experience: 1-3 years 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 Organizing▪ Applicable legislations▪ Service Delivery Improvement ▪ Procurement Policies▪ Strategic Resources mobilization▪ other relevant legislation▪ PFMA ▪MFMA ▪Other 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

DUTIES

To manage public relation and events. Establish communication channels with all municipalities. Compile municipal communication data profile over municipal needs. Implement and disseminate communication and marketing strategies to municipalities. Evaluate and monitor municipal communication campaigns and project.

ENQUIRIES

Kobe Kgarahara (015) 294 2516

POST 23/272

ADMIN OFFICER: HOUSING ASSETS REGISTER REFERENCE NUMBER:
DLGH 43/09

Sub Department: ISHS
SBU: Housing Property Management

SALARY
CENTRE
REQUIREMENTS

R117 501 per annum
Polokwane
Qualification: National diploma /degree (NQF 6) in property management/ Real Estate or Law of Property as a subject passed. Experience: 1-2 years working with registration of properties or Deeds office Knowledge of: Deeds Registries Act▪ Housing Act▪ EEDBS policy▪ HSS▪ Windeed ▪ Report Writing▪ 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

DUTIES

Process the transfer of residential properties through Enhanced Extended Discount Benefit Scheme to legal tenants. Profiling and updating of housing assets register. Process the endorsement of pre-emptive rights on the deeds of grants/title deeds for low cost housing. Liaise with the deeds office and office the state attorney with regard to registration of properties and opening of township registers. Conduct deeds searches on winded system and check beneficiaries status on Housing Subsidy System (HSS).

ENQUIRIES

Mamaregane Mmaphefo (015) 294 2269

POST 23/273 : **ADMINISTRATION OFFICER: CONTRACTS AND CLAIMS MANAGEMENT REFERENCE NUMBER: DLGH 44/09**
Sub Department: ISHS
SBU: Contracts And Claims Management

SALARY : R117 501 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualification: National Diploma (NQF 6) in administration Experience: 1-2 years experience in housing environment Knowledge of: Sound and in depth knowledge of relevant prescripts▪ application of the legislative framework governing the public service▪ Public Service Act▪ Labour Relation Act▪ PFMA, etc Skills: Negotiation skills▪ Presentation skills▪ People management skills▪ Decision making▪ Time management▪ Communication both formal, and informal▪ Computer skill

DUTIES : Maintain the registration of contracts on housing subsidy systems. Facilitate the development and implementation of housing contracts. Capture the housing claims and contracts in the housing subsidy systems and load subsidy breakdown and progress payment of contracts in the housing subsidy systems

ENQUIRIES : Mamaregane Mmaphefo (015) 294 2269

POST 23/274 : **PERSONAL ASSISTANT(6 POSTS) REFERENCE NUMBER: DLGH 46/09**

SALARY : R 117 501 per annum
CENTRE : Polokwane
REQUIREMENTS : Qualifications: Secretariat Diploma▪Office Management▪Office Administration ▪Diploma in Public Relations Experience: 1-2 year in office administration. Knowledge of: Administration procedures▪ Planning Diploma in Disaster Management /B-Tech in Fire Management and organising ▪ Computer Software Programmes (Word, Excel, PowerPoint, E-mail & Internet)▪ Compilation of management reports▪ Procurement directives and procedures Skills: Communication▪ Computer Literacy▪ Inter-personal relations▪ Report writing▪ Decision making▪ Co-ordination▪ Conflict resolution▪ Organising▪ Analytical thinking ▪Minutes taking▪ Office and telephone etiquette

DUTIES : Co-ordinate correspondences between the office and other, branches, SBUs, Divisions, municipalities and other institution. Establish and maintain an appointment diary and arrangement of meetings and act as a secretariat. Manage correspondences, give advice, refer to relevant component and take action when necessary. Assist in the compilation of the reports Attend to typing, faxes, and keep record of incoming, work in progress and complete work. Planning and co-ordinate travel and bookings. Provide information and respond to requests from officials during the absence of the Senior General Manager. Attend to procurement of the GM's/SM's stationery and other office requirements. Maintain a commitment register for the GM's/SM's budget

ENQUIRIES : Mphodi Monkoe and Makgano Ramohlola (015) 294 2171/2146